



SUBMISSION DEADLINE: 4:00 P.M. WINNIPEG TIME, FEBRUARY 19, 2004

If your company name and address are not correctly shown below, please enter or correct it before submitting your Proposal.

Company Name _____

Address _____

**BUYER: TONY ROZIERE /m
TELEPHONE NO. (204) 986-4623**

You are invited to submit a proposal for:
PROVISION OF APPRAISAL SERVICES

in accordance with the Instructions to Offerers attached.

THE PROPOSAL SUBMISSION MUST INCLUDE THIS PAGE (COMPLETED AND SIGNED)

Contact Person: (print) _____

Telephone Number: _____

Facsimile Number: _____

The Offerer hereby offers to perform the Work in accordance with the Contract for the price(s), in Canadian funds, set out in this Proposal.

The Offerer agrees that the Request for Proposal in its entirety shall be deemed to be incorporated in and to form a part of this offer notwithstanding that not all parts thereof are necessarily attached to or accompany this Proposal.

The Offerer certifies that the following addenda have been received and agrees that they shall be deemed to form a part of the Contract.

No. 1 No. 2 No. 3 No. 4

This offer shall be open for acceptance, binding and irrevocable for a period of ninety (90) days following the Submission Deadline.

Signature: _____

RETURN TO:

**THE CITY OF WINNIPEG 33-2004
CORPORATE FINANCE DEPARTMENT
MATERIALS MANAGEMENT DIVISION
185 KING ST MAIN FLOOR
WINNIPEG MB R3B 1J1**

INSTRUCTIONS TO OFFERERS

1. PURPOSE

- 1.1 The purpose of this Request for Proposal is to invite Proposals from qualified Offerers for provision of appraisal services.

2. DEFINITIONS

2.1 When used in this Request for Proposal:

- (a) "**Business Day**" means any Calendar Day, other than a Saturday, Sunday, or a Statutory or Civic Holiday;
- (b) "**Buyer**" means the person authorized to represent the City in respect of the Request for Proposal;
- (c) "**Calendar Day**" means the period from one midnight to the following midnight;
- (d) "**Contract**" means the combined documents consisting of the Request for Proposal package and any documents and drawings referred to and incorporated therein together with any submissions required to be made by the Contractor after award, and all amendments to the foregoing;
- (e) "**Contract Administrator**" means the person authorized to represent the City in respect of the Contract and is identified at the time of award of the Contract;
- (f) "**Contractor**" means the person undertaking the performance of the Work under the terms of the Contract;
- (g) "**may**" indicates an allowable action or feature which will not be evaluated;
- (h) "**must**" or "**shall**" indicates a mandatory requirement which will be evaluated on a pass/fail basis;
- (i) "**Offerer**" means any person submitting a Proposal for the Work. If a Proposal is submitted jointly by two or more persons, the word "Offerer" shall mean each and all persons, and the undertakings, covenants and obligations of such joint Offerers in the Proposal and the Contract, when awarded, shall be both joint and several;
- (j) "**Proposal**" means the offer contained in the Proposal Submission;
- (k) "**should**" indicates a desirable action or feature which will be evaluated on a relative scale;
- (l) "**Site**" means the lands and other places on, under, in or through which the Work is to be performed;
- (m) "**User**" means a person, department or other administrative unit of the City authorized by the Contract Administrator to order Work under this Contract;
- (n) "**Work**" means the carrying out and the doing of all things, whether of a temporary or permanent nature, that are to be done by the Contractor pursuant to the Contract and, without limiting the generality of the foregoing, includes the furnishing of all equipment, facilities, material, labour and services necessary for or incidental to the fulfilment of the requirements of the Contract;
- (o) "**Working Day**" means any Calendar Day, other than a Saturday, Sunday or a Statutory or Civic Holiday, on which the Contract Administrator determines atmospheric and Site conditions are such that the Contractor is able to work at least seven (7) hours.

2.2 Further to 2.1(b), the Buyer is:

TONY ROZIERE
(204) 986-4623

3. SCOPE OF WORK

3.1 The Work to be done shall consist of appraisal services.

3.2 The City has the following commercial properties that appraisals for Municipal Board Appeals are required:

- (a) 201 Portage Ave. – Assessed Value 43,414,000;
- (b) 333 Main St. – Assessed Value 11,389,000;
- (c) 1750 Pembina Hwy. – Assessed Value 9,799,000;
- (d) 330 Portage Ave. – Assessed Value 9,200,000;

- (e) 65 Paramount Rd. – Assessed Value 8,254,000;
- (f) 1370 Sony Pl. – Assessed Value 7,871,000;
- (g) 1949 Bishop Grandin Blvd. – Assessed Value 7,242,000;
- (h) 230 Fairlane Ave. – Assessed Value 6,900,0000;
- (i) 90 Garry St. – Assessed Value 6,336,900;
- (j) 280 Broadway – Assessed Value 6,000,600;
- (k) 1795 Henderson Hwy. – Assessed Value 5,922,000;
- (l) 1180 Springfield Rd. – Assessed Value 5,500,000;
- (m) 3 Donald St. – Assessed Value 5,308,000;
- (n) 1725 Inkster Blvd. – Assessed Value 5,065,000;
- (o) 959 Keewatin St. – Assessed Value 4,733,000;
- (p) 850 Keewatin St. – Assessed Value 4,480,000;
- (q) 365 Thamas Ave. – Assessed Value 4,297,000;
- (r) 51 Burmac Rd. – Assessed Value 4,190,000;
- (s) 170 Watt St. – Assessed Value 4,182,000;
- (t) 930 Jefferson Ave. – Assessed Value 4,163,000;
- (u) 510 Kenaston Blvd. – Assessed Value 3,768,000;
- (v) 1558 Willson Pl. – Assessed Value 3,648,000;
- (w) 211 Bannatyne Ave. – Assessed Value 3,609,550;
- (x) 1631 St Mary's Rd. – Assessed Value 3,566,000;
- (y) 1400 McPhillips St. – Assessed Value 3,450,000;
- (z) 262 Hamilton Ave. – Assessed Value 3,415,500;
- (aa) 1345 Waverley St. – Assessed Value 3,386,500;
- (bb) 5 Lake Crest Rd. – Assessed Value 3,200,000;
- (cc) 278 Hamilton Ave. – Assessed Value 3,152,700;
- (dd) 2211 McPhillips St. – Assessed Value 2,894,000;
- (ee) 550 McPhillips St. – Assessed Value 2,840,000;
- (ff) 2188 McPhillips St. – Assessed Value 2,768,000;
- (gg) 2515 Portage Ave. – Assessed Value 2,700,000;
- (hh) 1451 Saskatchewan Ave. – Assessed Value 2,498,000;
- (ii) 294 Portage Ave. – Assessed Value 2,400,000;
- (jj) 1351 Dugald Rd. – Assessed Value 2,400,000;
- (kk) 600 Golspie St. – Assessed Value 2,400,000;
- (ll) 1500 Clarence Ave. – Assessed Value 2,400,000;
- (mm) 130 Regis Dr. – Assessed Value 2,355,000;
- (nn) 301 Weston St. – Assessed Value 2,319,000;
- (oo) 190 Watt St. – Assessed Value 2,297,000;
- (pp) 2359 Ness Ave. – Assessed Value 2,236,000;
- (qq) 1301 Ellice Ave. – Assessed Value 2,232,000;
- (rr) 1106 St. Mary's Rd. – Assessed Value 2,216,000;
- (ss) 428 Portage Ave. – Assessed Value 2,158,000;
- (tt) 399 McPhillips St. – Assessed Value 2,148,000;

- (uu) 393 Kennedy St. – Assessed Value 2,113,000;
- (vv) 225 Broadway – Assessed Value 2,050,000;
- (ww) 1777 Pembina Hwy. – Assessed Value 2,045,000;
- (xx) 1785 Pembina Hwy. – Assessed Value 2,045,000;
- (yy) 1793 Pembina Hwy. – Assessed Value 2,045,000;
- (zz) 384 Portage Ave. – Assessed Value 2,043,000;
- (aaa) 1331 Chevrier Blvd. – Assessed Value 2,036,000; and
- (bbb) 3700 Portage Ave. – Assessed Value 2,034,000.

- 3.3 The Contractor(s) shall prepare an appraisal report of the property using Direct Capitalization Income and Market Sales Comparison approaches to value based on the 1999 market value of the property.
- 3.4 The Contractor(s) will be required to negotiate a settlement, participate in case management, or prepare a brief, rebuttal and to attend Municipal Board Appeal hearings as the City's representative. The Municipal Board Assessment Appeal Rules of Procedure are available at the following website <http://www.gov.mb.ca/municipalboard/pdfs/mbaarp.pdf>.
- 3.5 Case Management is a new process that is an attempt to reach a negotiated settlement with involvement of the Municipal Board, property owner or their agent and the City. Case Management is at the discretion of the Municipal Board and does not always occur. This is a step between an attempt of negotiate a settlement with the property owner and a formal hearing of the Municipal Board. Case Management normally involves a one (1) hour conference call.
- 3.6 The Contractor(s) shall prepare the Municipal Board brief and rebuttal submissions using the City of Winnipeg standard format however, the brief can be expanded in order to comply with the Canadian Uniform Standards of Professional Appraisal Practice (CUSPAP).
- 3.7 Appraisal reports, potential certificates of agreement, briefs, rebuttals and potential settlements are subject to the City Assessor's approval. Briefs and rebuttals must be submitted to the City 25 working days and 10 working days prior to the Municipal Board hearing.
- 3.8 The City shall provide the property characteristics and if available, the income and expense data for the subject property. The Contractor(s) must determine the comparable 1997 to 1999 sales data.
- 3.9 City Lawyers, if available, will attend all Municipal Board hearings with the Contractor(s).
- 3.10 The Contractor(s) must be prepared to attend the Municipal Board when the appeal is scheduled sometime between July 1, 2004 and November 30, 2004. These dates are subject to any postponements which may occur.
- 3.11 Offerers, for greater certainty but not limited to the following, shall be in a conflict of interest if they have in the last year or are currently involved in appeals on behalf of the property owner. Offerers will not be awarded any Work for a specific property if they are in a conflict of interest situation.

4. INVESTIGATING THE WORK

- 4.1 The Offerer shall familiarize himself/herself with the location, extent and purpose of the Work and shall determine for himself/herself the actual conditions and requirements of the Work.
- 4.3 Arrangements to view any Site at which Work is proposed to be performed may be made by contacting:
TONY ROZIERE
(204) 986-4623

5. DURATION OF CONTRACT

- 5.1 The Contract shall be for the period from date of award until December 31, 2004.

5.2 Notwithstanding the foregoing, the City may terminate the Contract upon thirty (30) Calendar Days written notice by the Contract Administrator in the event that operational changes result in substantial changes to the requirement for the Work.

6. ASSIGNMENT

6.1 The Contractor shall not assign the Contract or any payment thereunder without the prior written approval of the City.

7. SUBCONTRACTING

7.1 The Contractor shall not subcontract any portion of the Work to any person not identified as a Subcontractor in the Proposal without the prior written approval of the Contract Administrator.

7.2 If the Offerer proposes to subcontract any portion of the Work, he/she must submit a complete list of the proposed Subcontractors with the Proposal.

7.3 Where no Subcontractors are identified, it will be interpreted that the Offerer proposes to perform the Work with his/her own forces.

7.4 The fact that the Contractor is permitted to subcontract any portion of the Work as aforesaid shall not, however, relieve him of any responsibility for the proper commencement, execution and completion of the Work. The Contractor shall be fully responsible for each Subcontractor and his/her work and acts, and shall, either in person or through an accredited agent, receive all notices, communications, orders, instructions or legal service as if he/she were performing the Work with his/her own forces.

8. INSURANCE

8.1 The Contractor shall provide and maintain the following insurance coverage:

- (a) commercial general liability insurance, in the amount of at least two million dollars (\$2,000,000.00) all inclusive, with The City of Winnipeg being added as an additional insured, with a cross-liability clause, such liability policy to also contain a contractual liability, an unlicensed motor vehicle liability and a products and completed operations endorsement to remain in place at all times during the performance of the Work and throughout the warranty period; and
- (b) automobile liability insurance for owned and non-owned automobiles used for or in connection with the Work in the amount of at least two million dollars (\$2,000,000.00) at all times during the performance of the Work and until the date of Total Performance.

8.2 Deductibles shall be borne by the Contractor.

8.3 The Contractor shall provide the Contract Administrator with a certified true copy or a certificate of insurance of each policy at least two (2) Business Days prior to the commencement of any Work on the Site but in no event later than seven (7) Calendar Days from notification of the award of Contract.

8.4 The Contractor shall not cancel, materially alter, or cause each policy to lapse without providing at least fifteen (15) Calendar Days prior written notice to the Contract Administrator.

9. WORKERS COMPENSATION

9.1 The Contractor shall be registered with the Workers Compensation Board of Manitoba, shall provide and maintain Workers Compensation coverage throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.

10. CONFIDENTIALITY AND OWNERSHIP OF INFORMATION

10.1 Information provided to an Offerer by the City or acquired by an Offerer by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Contract Administrator. To the extent permitted, the City shall treat all proposals as confidential.

- 10.2 The Offerer shall not make any statement of fact or opinion regarding any aspect of the Request for Proposals to the media or any member of the public without the prior written authorization of the Contract Administrator.
- 10.3 Information provided to the Contractor by the City or acquired by the Contractor during the course of the Work is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Contract Administrator.
- 10.4 The Contract, all deliverables produced or developed, and information provided to or acquired by the Contractor are the property of the City. The Contractor shall not disclose or appropriate to its own use, or to the use of any third party, all or any part thereof without the prior written consent of the Contract Administrator.
- 10.5 The Contractor shall not make any statement of fact or opinion regarding any aspect of the Contract to the media or any member of the public without the prior written authorization of the Contract Administrator.

11. INDEMNITY

- 11.1 The Contractor shall save harmless and indemnify the City for twice the contract price plus two million dollars, unless specifically stated otherwise in the contract documents, against all costs, damages or expenses arising from actions, claims, demands and proceedings, by whomsoever brought, made or taken as a result of acts or omissions of the Contractor, his/her Subcontractors, employees or agents in the performance or purported performance of the Work, and more particularly from:
- (a) accidental injury to or death of any person whether retained by or in the employ of the Contractor or not, arising directly or indirectly by reason of the performance of the Work, or by reason of any trespass on or damage to property;
 - (b) damage to any property owned in whole or in part by the City, or which the City by duty or custom is obliged, directly or indirectly, in any way or to any degree, to construct, repair or maintain;
 - (c) damage to, or trespass or encroachment upon, property owned by persons other than the City;
 - (d) failure to pay and obtain a discharge of a notice of claim for lien served upon the City in accordance with the requirements of The Builders' Liens Act;
 - (e) failure to pay a workers compensation assessment, or federal or provincial taxes;
 - (f) unauthorized use of any design, device, material or process covered by letters patent, copyright, trademark or trade name in connection with the Work;
 - (g) inaccuracies in any information provided to the City by the Contractor.
- 11.2 The City has the right, acting reasonably and upon notice to the Contractor, to settle any such action, proceeding, claim or demand and charge the Contractor with the amount so paid or to be paid in effecting a settlement.
- 11.3 The Contractor shall pay to the City the value of all legal fees and disbursements required to settle any such claim or to defend the City against any such claim, action, proceeding, claim or demand notwithstanding that the settlement or defence of the said action, proceeding, claim or demand was undertaken on behalf of the City by a salaried employee of the City.
- 11.4 If the Contractor fails to make any payment required to be made to the City hereunder, the City shall be entitled to deduct the amount of such payment from any payment required to be made by the City to the Contractor under the Contract or take whatever other remedies against the Contractor that the City may have at law.

12. SECURITY CLEARANCE

- 12.1 Each person proposed to perform Work under the Contract within City facilities shall be required to obtain a security clearance by the police service having jurisdiction at his/her place of residence.
- 12.2 Prior to the commencement of any Work, and during the term of the Contract if additional or replacement persons are proposed to perform Work, the Contractor shall supply the Contract Administrator with a written security clearance, obtained not earlier than one (1) year prior to the Submission Deadline, or a certified true copy thereof for each person proposed to perform Work within City facilities.
- 12.3 No person for whom a security clearance is not provided, or who has any convictions or pending charges related to property offences or crimes against another person, will be permitted to perform any Work within City facilities.

- 12.4 Any security clearance obtained thereby will be deemed valid for the duration of the Contract subject to a repeated records search as hereinafter specified.
- 12.5 The City may, at its sole discretion, require a records search at any time during the term of the Contract. Any person who fails to obtain security clearance as a result of a repeated records search shall not be permitted to continue to perform Work under the Contract.
- 13. EVENTS OF DEFAULT**
- 13.1 An event of default will be deemed to have occurred if the Contractor:
- (a) abandons the Work; or
 - (b) is adjudged bankrupt or files for bankruptcy, becomes insolvent, makes a general assignment for the benefit of his/her creditors, or has a receiver or liquidator appointed in respect of his/her assets; or
 - (c) in the judgment of the Contract Administrator, is not performing or has not been performing the Work, or any part thereof, in a sound and workmanlike manner and in all respects in strict conformity with the Contract; or
 - (d) in the judgment of the Contract Administrator, is not progressing continuously with the Work or any part thereof, and in such a manner as to ensure the completion of the Work or any part thereof, in accordance with the work schedule; or
 - (e) fails to remedy any defective or deficient Work, or to remove any defective or deficient goods; or
 - (f) fails to remedy defects or deficiencies during the warranty period in the manner and within the time periods specified by the Contract Administrator; or
 - (g) fails to make prompt payment to his/her Subcontractors, his/her employees or on account of the purchase or rental of equipment or material; or
 - (h) fails to promptly secure a discharge of a lien or trust claim served upon the City pursuant to The Builders' Liens Act; or
 - (i) fails to comply with any laws, by-laws or statutory regulations; or
 - (j) fails to provide competent supervision for the Work; or
 - (k) fails to submit any schedules, documents or information required by the Contract; or
 - (l) refuses or neglects to comply with an order given by the Contract Administrator; or
 - (m) commits any other breach of the Contract.
- 13.2 Any provision of the Contract may be waived only by express waiver in writing by the Contract Administrator. No express waiver of any provision shall imply the waiver of any other provision.
- 13.3 If an event of default has occurred, the City may do any one or more of the following:
- (a) withhold or retain the whole or part of any payment;
 - (b) take the whole of the Work, or any part or parts thereof out of the hands of the Contractor;
 - (c) demand payment for any amount owed to the City.
- 13.4 The duties and obligations imposed upon the Contractor by the Contract and the rights and remedies available to the City hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed upon the Contractor or available to the City at law.
- 14. DISCREPANCIES**
- 14.1 If the Offerer finds discrepancies or omissions in the Request for Proposal or any part thereof, or is unsure of the meaning or intent thereof, he/she shall notify the Buyer.
- 14.2 The Buyer will, if he/she deems it necessary, issue addenda to all Offerers.
- 14.3 The Offerer is advised to direct all enquiries or comments to the Buyer at least five (5) Business Days prior to the Submission Deadline to allow time for the preparation and distribution of necessary addenda.

15. ADDENDA

- 15.1 The Buyer may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the Request for Proposal, or clarifying the meaning or intent of any provision therein.
- 15.2 The Buyer will issue each addendum to all Offerers by:
- (a) mail, courier or facsimile transmission (fax) to the usual business address of the Offerer as shown in the records of the Materials Management Division; and/or
 - (b) publication at the Materials Management Division's Bid Opportunities internet website at <http://www.winnipeg.ca/matmgt/bidopp.asp>.
- 15.3 The Offerer is responsible for ensuring that he/she has received all addenda and shall acknowledge receipt of each addendum on the Request for Proposal cover page. Failure to acknowledge receipt of an addendum may render a Proposal non-responsive.
- 15.3.1 The Offerer is advised to check the Materials Management Division's Bid Opportunities internet website for addenda shortly before submitting his/her Proposal.

16. PROPOSALS

- 16.1 Proposals must be in writing and must include as a minimum:
- (a) the Request for Proposal cover page completed with:
 - (i) the name and address of the Offerer;
 - (ii) the name and telephone number of a contact person authorized to represent the Offerer for the purposes of the Proposal;
 - (iii) the signature of a person or persons who have the authority to sign for the Offerer;
 - (b) a listing of previously completed work similar in nature, scope and value, in sufficient detail to demonstrate the Offerer's qualifications to undertake this Work;
 - (c) a clear description of the equipment offered, service and support staff and Subcontractors proposed including the industry experience of key personnel proposed to perform the Work such as professional designations, participation at Municipal Board hearings, etc.;
 - (d) a schedule of prices for all equipment, software and services necessary to meet the mandatory requirements of the specifications;
 - (e) a declaration by the Offerer whether they are/are not in a conflict of interest relating to any Work contained in this proposal;
 - (f) descriptive literature and/or information demonstrating conformance to the specifications;
 - (g) names of three (3) industry references. Reference checks are not restricted to only those submitted by the Offerer, and may include companies, individuals or other organizations known to have done business with the Offerer;
 - (h) separate prices on a property by property basis for each of the following components of the Work:
 - (i) Appraisal Report (which includes both the Income and Market Comparison Approaches);
 - (ii) negotiated settlement with the property owner;
 - (iii) participation in case management with the Municipal Board;
 - (iv) brief preparation, rebuttal and attendance for one (1) day at a Municipal Board hearing;
 - (v) hourly rate for attending Municipal Board hearings that exceed one (1) day in duration.

17. SUBMISSION OF PROPOSALS

- 17.1 The Proposal must be submitted enclosed and sealed in an envelope clearly marked with the RFP Number and the Offerer's name and address. The Offerer is requested to submit three (3) copies of the Proposal.
- 17.2 The Proposal must be submitted to the Materials Management Division at the address specified no later than the Submission Deadline.
- 17.3 Proposals received after the Submission Deadline will not be considered.

17.4 Proposals will not be opened or acknowledged publicly. The City will acknowledge receipt of each Proposal by written notice to the address of the Offerer as indicated in the Proposal.

18. WITHDRAWAL OF PROPOSALS

18.1 The Offerer may withdraw his/her Proposal without penalty at any time prior to the Submission Deadline.

18.2 The Proposal shall be open for acceptance, binding and irrevocable for the period of time specified on the cover page. An Offerer who withdraws his/her Proposal after the Submission Deadline but before his/her Proposal has been released or has lapsed shall be liable for such damages as are imposed upon the Offerer by law and subject to such sanctions as the City considers appropriate in the circumstances.

19. INTERVIEWS

19.1 The Contract Administrator may, at his/her sole discretion, interview Offerers during the evaluation process.

20. NEGOTIATIONS

20.1 The City reserves the right to negotiate details of the Contract with Offerers.

20.2 Negotiations, if any, are intended to address administrative and technical details of the Contract. The Offerer is advised to present his/her best offer, not a starting position for negotiations, in his/her Proposal Submission; the City will not necessarily pursue negotiations with any Offerer.

20.3 If, in the course of negotiations pursuant to 20.2 or otherwise, the Offerer amends or modifies a Proposal after the Submission Deadline, the City may consider any amended Proposal as an alternative to the Proposal as originally submitted without releasing the Offerer from the Proposal as originally submitted.

21. EVALUATION OF PROPOSALS

21.1 Award of this Contract will be based on the following evaluation criteria:

(a) conformance with mandatory requirements	pass/fail;
(b) qualifications of the Offerer	20%;
(c) industry experience of key personnel	30%;
(d) references	20%;
(e) cost per property	30%.

Conformance With Mandatory Requirements

21.2 Further to 21.1(a), the City may reject a Proposal as being non-responsive if the Proposal is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The City may reject all or any part of any Proposal or waive technical requirements if the interests of the City so require.

Qualifications of the Offerer

21.3 Further to 21.1(b), the City may reject any Proposal submitted by an Offerer who does not demonstrate, in his/her Proposal, in other information required to be submitted, during interviews or in the course of reference checks, that he/she is responsible and qualified. A responsible and qualified Offerer is one that meets the qualifications specified and is not suspended, debarred or in default under any contract with the City.

21.4 The Offerer shall:

- (a) submit, within two (2) Business Days of a request by the Buyer, proof satisfactory to the Buyer of the qualifications of the Offerer and of any proposed Subcontractor including:
 - (i) proof that he/she is incorporated or otherwise authorized to do business in Manitoba;
 - (ii) proof that he/she is financially capable of carrying out the terms of the Contract;
 - (iii) proof that he/she has successfully carried out works similar in scope and value, or is fully capable of performing the Work required to be done in accordance with the terms of the Contract;

- (iv) such other pertinent data as may be required by the Buyer;
- (b) provide, on the request of the Buyer, full access to any of the Offerer's equipment and facilities to confirm, to the Buyer's satisfaction, that the Offerer's equipment and facilities are adequate to perform the Work.

Industry Experience of Key Personnel

- 21.5 Further to 21.1(c), industry experience of key personnel will be evaluated considering the Offerer's Proposal or in other information required to be submitted.

References

- 21.6 Further to 21.1(d), references will be evaluated considering the Offerer's Proposal or in other information required to be submitted. References are not restricted to only those submitted by the Offerer and may include organizations, business and individuals known to have done business with the Offerer.

Cost Per Property

- 21.7 Further to 21.1(e), cost per property will be evaluated considering all potential charges such as the valuation report, negotiating a settlement with the property owner, brief preparation, rebuttal and attendance for one (1) day at a Municipal Board hearing, and hourly rate for attending Municipal Board hearings that exceed one (1) day in duration.

22. ALTERNATIVES

- 22.1 This Contract may be awarded as a whole (Alternative 1) or separately by item (Alternative 2) as identified in 3.1.
- 22.2 The Offerer may, but is not required to, submit offers for both alternatives, or for any one or more items in Alternative 2.
- 22.3 The City shall not be obligated to award any item to the responsible and qualified Offerer whose Proposal is determined to be the most advantageous to the City for that section and shall have the right to choose the alternative which is in its best interests. If the Offerer has not submitted offers for both alternatives or for all sections in Alternative 2, he/she shall have no claim against the City if his/her partial offer is rejected in favour of an award of the Contract on the basis of an alternative or item for which he/she has not submitted an offer.

23. AWARD OF CONTRACT

- 23.1 The City shall not be obligated to award a Contract to an Offerer, even though one or all of the Offerers are determined to be responsible and qualified, and the Proposals are determined to be responsive.
- 23.2 Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Offerer whose Proposal is determined to be the most advantageous to the City.
- 23.3 The City will give notice of the award of Contract by way of a purchase order or will give notice that no award will be made.
- 23.4 The Request for Proposal, including but not limited to the Specifications, Drawings and addenda, and the Contractor's Proposal shall be deemed to be incorporated in and to form a part of the Contract notwithstanding that they are not necessarily attached to or accompany said notice.
- 23.5 The name of the successful Offerer and the Contract amount will be made available, upon request, to Offerers only after award of Contract.