Template Version: SrC120170324 - Consulting Services RFP

FORM A: PROPOSAL

(See B7)

1.	Contract Title	SERVICES FOR ISO THE CITY OF WIN	POSAL FOR PROFESSIONA 14001:2015 PRE-CERTIFICAT NIPEG WASTEWATER SEI IAGEMENT SYSTEM (EMS)	ION AUDIT FOR				
2.	Proponent							
		Name of Proponent (Legal Name	me)					
		Usual Business Name of Propo	onent as it appears on Invoice (if differer	nt from above)				
		Street		······································				
		City	Province	Postal Code				
		Email Address of Proponent						
		Facsimile Number						
	(Mailing address if different)	Street or P.O. Box						
		City	Province	Postal Code				
		GST Registration Number (if a	pplicable) Province	Postal Code				
		The Proponent is:						
	(Choose one)	a sole proprietor						
		a partnership						
		a corporation						
		carrying on business und	der the above name.					
3.	Contact Person		authorizes the following confor purposes of the Proposal.	ontact person to				
		Contact Person	Title					
		Telephone Number	Facsimile Number					

4. Definitions

All capitalized terms used in the Contract shall have the meanings ascribed to them in the General Conditions and D5.

5.	Offer	The Proponent hereby offers to perform the Services in accordance with the Contract for the Fees, in Canadian funds, set out in response to B8 Fees.						
6.	Execution of Contract	The Proponent agrees to execute and return the Contract no later than seven (7) Calendar Days after receipt of the Contract, in the manner specified in C4.1.						
7.	Commencement of the Work	The Proponent agrees that no Services shall commence until he/she is in receipt of a notice of award from the Award Authority authorizing the commencement of the Services.						
8.	Contract	The Proponent 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.						
9.	Addenda	The Proponent certifies that the following addenda have been received and agrees that they shall be deemed to form a part of the Contract:						
		No Dated						
10.	Time	This offer shall be open for acceptance, binding and irrevocable for a period of ninety (90) Calendar Days following the Submission Deadline.						
11.	Signatures	The Proponent or the Proponent's authorized official or officials have signed this						
		, day of, 20						
		Signature of Proponent or Proponent's Authorized Official or Officials						
		(Print here name and official capacity of individual whose signature appears above)						
		(Drint hare name and official consoits of individual subsections)						
		(Print here name and official capacity of individual whose signature appears above)						

FORM P: PERSON HOURS

(See B8)

REQUEST FOR PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES FOR ISO 14001:2015 PRE-CERTIFICATION AUDIT FOR THE CITY OF WINNIPEG WASTEWATER SERVICES (WWS)-ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)

EMS AUDIT SCHEDULE AND								Summary				
APPROACH	Leader Auditor	Audit Team Member							Audit Fees	Allowable Disbursements	Other Disbursements	Total Fees
	Name:	Name:										
	Hourly Rate:	Total Person- Hours										
Phase 1: Audit Opening Meeting A. Auditors outline audit plan and												
approach												
B.Discuss organization processes and expected format for audit report Estimated Hours												
Estimated Hours												
Fees												
Phase 2: Audit Evidence												
C.EMR Interview												
D.Document/Record Review												
E.Field Observations												
i. NEWPCC												
ii. SEWPCC												
iii. WEWPCC												
iv. Regional collection												
v. Local sewer												
vi. Civil Maintenance												
vii. Electrical Maintenance												

viii. Mechanical Maintenance				
Estimated Hours				
Fees				
Phase 3:Audit Outcome Compilation- Documentation for Audit Findings				
F.EMR Interview				
G. Document/Record Review				
H.Field Observations				
Estimated Hours				
Fees				
Phase 4: Closing Meeting to communicate findings with Auditee				
Pre-Certification Audit Report and Recommendations				
Estimated Hours				
Fees				
Total Hours				
Total Professional Fee				
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