



**1 – INSTRUCTIONS TO PROPONENTS**

**1.1 INTRODUCTION**

1.1.1 Ontario Aboriginal Housing Services (OAHS) is requesting qualified Proponents to **design and renovate main floor of vacant property to build a three bedroom apartment and a laundry room at the front of the building for all tenant access as per the attached specifications document.**

1.1.2 This Request for Tender (“RFT”) is an invitation to qualified Proponents to submit firm quotes to provide a turn-key development including all supply and services outlined in this RFT. The renovation will be developed incorporating sustainable design and construction practices to satisfy OAHS requirements and targets. Specifications are included as attachments to this RFT.

1.1.3 This Request for Tender is seeking a Proponent with proven construction and design experience and the ability to satisfactorily complete renovations on time, per the agreed contract price, and according to specifications, drawings and applicable laws. Experience with the Aboriginal community is considered a strong asset.

1.1.4 OAHS is seeking an estimate to renovate a vacant, former commercial space into a three bedroom residential apartment. The design will include a laundry room at the front of the building that both upper units and lower units can access.

**1.2 SUBMISSIONS**

1.2.1 Responses to this Request for Tender are to be submitted in a sealed envelope to:

**Ontario Aboriginal Housing Services  
500 Bay Street  
Sault Ste Marie, Ontario  
P6A 1X5**

**Attention: Programs Manager**

1.2.2 Submissions are to be clearly marked.

- 1.2.3 Submissions must be received at the above noted location by:

**4:00 P.M., Eastern Standard Time, Friday, December 28, 2018**

**The Private Proposal Tender opening will take place following closing of this RFT in the presence of the Program Delivery Manager, and at least two other OAHS staff.**

- 1.2.4 Proponents are responsible for ensuring their submission is delivered in the prescribed manner which includes ensuring confirmation from the person named below that the sealed envelope was received. Late submissions will be considered non-compliant.
- 1.2.5 Revisions to the submissions may be made provided the revision is submitted in accordance with this Request for Tender and received prior to the date and time prescribed for the submissions.
- 1.2.6 All questions regarding this Request for Tender must be submitted no later than 2 working days prior to the date set for receipt of submissions. Questions must be submitted by email to: [cconnor@oahssc.ca](mailto:cconnor@oahssc.ca)
- 1.2.7 Answers provided verbally, in writing and/or data in minutes, are intended for clarification only and do not amend the content of the Request for Tender.
- 1.2.8 Answers that do alter the content of the Request for Tender will be provided in the form of an Addendum and will be distributed to all Proponents.

## **2 – PROJECT OUTLINE**

Ontario Aboriginal Housing will renovate an existing vacant commercial space on the main floor of 26 King Street. The main floor will

- A copy of the building lay out is attached [Appendix #1](#).
- Detailed specifications are included as [Appendix #2](#).

We are seeking a qualified, experienced contractor who can complete a turn-key renovation and prepare for the submission of all required applications/permits to complete the renovation including, but not limited to; building permits, and any other Municipal or Provincial required plans, agreements, and permits that may be required for this site. All plans, designs, landscaping, and development blueprints are to be approved by OAHS. The Proponent will be required to see the development through to the completion of construction and receiving occupancy permits in an agreed upon timeframe within a specified budget.

## 2.1 PROJECT OBJECTIVES

2.2.1 OAHS wishes to contract a Proponent that has the ability and experience to provide a turn-key development that will include the complete Site Plan Services, Construction Services and Occupancy permit. The goal for completion is May 2019. The property has already been zoned to allow for a multi-unit development.

2.2.2 Statements of Requirements of specific needs for The 26 King Street Complex may require:

SITE INFORMATION: There are municipal services including gas, water, and sewage to connect to.

### CONSTRUCTION SCHEDULE MANAGEMENT

Proponents shall submit a one-page construction schedule indicating planned completion of major milestones. The proposed schedule is recommended to be completed in the form of a Gantt chart and should be submitted as part of the Proposal.

### ENVIRONMENTAL MANAGEMENT

Energy conservation, green technology requirements, enhanced materials, etc. should be defined in your proposal if it exceeds Ontario Building Code standard.

### ROLES AND RESPONSIBILITY

The successful Proponent shall provide service through to completion based on agreed upon schedule. The Proponent must submit a change of work order request and wait for approval before deviating from agreed upon scope of work and pricing in the negotiated contract between the successful Proponent and OAHS.

## 2.2 PROJECT FINANCIAL INFORMATION

2.2.1 Funding for individual projects varies from time-to-time depending on the opportunities available. Financing projects will be the responsibility of OAHS and will not require any input from the Proponent.

## 2.3 PROJECT SCHEDULE

2.3.1 The schedule for the Applications and Construction Services is critical. The Proponent will provide a GAANT schedule estimating application services and a GANTT construction schedule. Application and Design and Services must begin within 10 days of signing a contract and will complete the Construction Services by the agreed upon completion date which includes receipt of an Occupancy Permit, resolution of deficiencies (if any) noted by OAHS, and posting a Notice of Substantial Completion.

## 2.4 PROJECT ORGANIZATION

2.4.1 OAHS will provide a team to assist Construction Services including the participation, as necessary, of the Programs Delivery Manager, Property Manager and Technical Services Manager. OAHS may, at its discretion, also hire a third-party to monitor construction progress and validate percent completion as per contractor invoices.

## 3 – TERMS

### 3.1 CONTRACT

3.1.1 The successful Proponent will enter into a contract with OAHS. Terms of payment will be based on a “Percent Completion” methodology with invoices to be verified by OAHS or a person/corporation designated and acting on behalf of OAHS. In accordance with the Construction Lien Act, 10% of each invoice will be withheld until expiry of the lien hold period and will then be immediately paid to the Proponent assuming there are no liens.

3.1.2 OAHS would entertain entering into a negotiated bonus and or penalty clause for early or late completion of the development at a rate of \$150 per complete day for bonus payout for early completion or penalty for late completion past contracted date.

### 3.2 RESERVATIONS/ PRIVILEGE

3.2.1 Any submissions that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, unsolicited attachments, or irregularities of any kind, may be considered informal.

3.2.2 Any submissions and enclosures which are improperly prepared or incomplete may be declared informal.

3.2.3 OAHS reserves the right to reject any or all submissions. OAHS also reserves the right not to award the contract to any of the Proponents at its sole discretion. OAHS may reject any submission if in the sole opinion of the OAHS a quote:

- a) is incomplete, obscure, irregular or unrealistic;
- b) is non-compliant or conditional;
- c) has erasures or corrections;
- d) omits a price;
- e) fails to complete the information required in the RFT.

Contractor submissions may be withdrawn at any time before the specified closing time. After the specified closing time, the Proposal shall remain open for acceptance for 30 calendar days.

3.2.4 OAHS reserves the right, at its discretion, to enter into discussions or to negotiate with any Proponents as it sees fit, or with another Proponent or Proponents concurrently. In no event

will OAHS be required to enter into discussions or negotiations on similar or other terms or offer any modified terms to any other Proponent prior to entering into a contract. OAHS shall incur no liability to any Proponent as a result of these discussions, negotiations or modifications. Such negotiations shall not affect the irrevocability of this submission as specified, which irrevocability shall remain in full force and effect, until such time as the submission is accepted or the submission expires or the Proponent and OAHS mutually agree in writing on any modified terms as a condition to OAHS acceptance of this submission.

3.2.5 Each party making a submission acknowledges and agrees by making the submission, that OAHS will have no liability or obligation to any Proponent except only the party, if any, awarded the contract by OAHS in its sole discretion, and agrees that, if not awarded the contract, OAHS shall be fully and forever released and discharged of all liability and obligation in connection with the submission and all procedures which have preceded.

3.2.6 Submissions which fail to conform to these instructions to Proponents may be disqualified or rejected. Anything to the contrary herein notwithstanding, OAHS may at its' sole discretion elect to retain for consideration submissions which are non-conforming, and may waive any irregularity, failure to comply or time stipulation required by these instructions to Proponents. The stipulations herein are for the sole benefit of OAHS and may be waived by OAHS unilaterally.

3.2.7 OAHS reserves the right to cancel this Request for Tender without any obligation or any reimbursement to Proponents or proposed Proponents.

3.2.8 Proponents are advised that after receipt of their submission and prior to award of Contract, any Proponent may be required to provide to OAHS with additional information clarifying any matters relating to the Proponent or submission, including, but not limited to, a further breakdown of relevant components of the submission. OAHS may, at its sole discretion, choose to meet with any or all of the Proponents to discuss aspects of their Bids that OAHS determines require clarification.

3.2.9 OAHS is not obliged to seek clarification of any aspect of any submission.

### 3.3 General Terms

3.3.1 After closing time, only additional information specifically requested by OAHS for purposes of clarification shall be considered as additional to, and part of the Bid.

3.3.2 This Request for Tender is made available only for the purpose of obtaining submissions for this project. Their issue does not confer a license or grant for other purposes.

3.3.3 OAHS reserves the right to determine if successful Proponents will be announced.

- 3.3.4 All materials submitted by the company in response to this Request for Tender will become the property of OAHS and will not be returned.
- 3.3.5 OAHS will not assume any responsibility for costs incurred by Proponents in the preparation of their response to this Request for Tender or any subsequent presentations.
- 3.3.6 Information pertaining to OAHS obtained by Proponents as a result of participating in this Request for Tender is confidential and shall not be disclosed by the Proponents without prior authorization in writing from the Owner.
- 3.3.7 Submissions will be opened after the time of receipt of submissions.
- 3.3.8 Submissions will be opened privately by OAHS and, as required, in the presence of other representatives as deemed necessary by OAHS.
- 3.3.9 Submissions shall remain open to acceptance for a period of thirty (30) calendar days after the submission closing date.
- 3.3.10 Bids are to be submitted firm and irrevocable and open for acceptance at any time during the period specified.

## 4 -- EVALUATION OF SUBMISSIONS

### 4.1 EVALUATION CRITERIA

- 4.1.1 In general, this Request for Tender will be evaluated based on compliance, completeness, quality, demonstrated competence, content clarity, conciseness, and any unique skills or methods demonstrated.
- 4.1.2 The proposal will be evaluated by a team of representatives in accordance with the following scoring matrix:

SUBMISSION	POINTS
▪ Company Profile	10
▪ Previous Related Experience	10
▪ Project Understanding	15
▪ Proposed Project Personnel	15
▪ Methodology/Approach	20
▪ Value Added Services	15
▪ Fee	15
<b>TOTAL</b>	<b>100</b>
Additional points related to unique elements	10
Additional points related to experience with Aboriginal Community projects	15
<b>Additional points related to utilization/employment of the talent, skills and experience of the Aboriginal community.</b>	<b>20</b>

- 4.1.3 The additional points related to any unique elements of the proposal will be available to all members of the evaluation team to use if they see fit during their review of the submissions.

#### 4.1.4 Commitment to Award Contract

This RFT does not commit OAHS to award a contract.

#### 4.1.5 Lowest Cost Proposal

The lowest cost proposal will not necessarily be accepted. OAHS further reserves the right to reject any or all bids, to waive irregularities and informalities therein and to award the contract in the best interest of OAHS in its sole and unfettered discretion.

#### 4.1.6 Verbal Instructions or Directions

OAHS will not assume responsibility for any verbal instructions, directions or information provided to a Contractor in the preparation of any response to this RFT as well as any subsequent execution of a contract with OAHS. All official correspondence between OAHS and a Contractor, in this regard, will be issued by OAHS in the form of a written communication.

#### 4.1.7 Procurement

OAHS reserves the right to verify any and all information provided by the Contractor.

OAHS reserves the right to negotiate changes to the scope of work with the successful contractor.

OAHS reserves the right in its sole discretion to cancel and/or re-issue this RFT at any time before the award of the contract.

#### 4.1.8 Sole Discretion and Confidential Information

The final results of the evaluation will be as determined by OAHS at its sole discretion. Requests from any Proponents for information regarding the details of the review process will be denied. This information is considered confidential.

## A -- TENDER SUBMISSION

### A.1 Content

#### **Project Understanding**

State what you consider to be the key elements of these projects. Identify briefly the risks and challenges.

#### **Project Personnel and Resumes**

Identify the individuals who will be assigned to this project.

Identify other roles and respective individuals you feel may be required to effectively deliver the project.

For each individual state their qualifications and their related experience on similar projects.

 **Methodology/Approach**

Describe the method(s) and approach to be utilized to deliver these projects. Indicate participation required of all stakeholders including OAHS, successful design-build team, government agencies, and authorities having jurisdiction, marketplace and others.

 **Value Added Services**

Provide a description of value added services provided to enhance this offering.

 **Proposed Schedule**

A one-page construction schedule outlining proposed completion dates for significant milestones must be submitted.

Construction Services must start within 10 days of contract signing and must be completed by March 31, 2020 which includes receipt of an Occupancy Permit, resolution of deficiencies (if any) noted by OAHS, and posting a Notice of Substantial Completion.

 **Tender Price**

Provide a tender price to carry out the Service Application Preparation/Construction/Renovation Services. The tender price is to be stated as a fixed amount including labour, materials, subcontractor services, travel time, travel costs, costs required for gathering site information, and any other costs required to complete the Service Preparation Submissions/Construction/Renovation Services. If HST is extra, this must be clearly presented.

Indicate the hourly rate(s) that were used to determine the fee and the rates that will be applicable throughout the project if additional services are required.





## Request for Tender

**“Complete –Turn key Design, Site Service & Construction for main floor renovation which includes a three bedroom unit on main floor, a laundry room and minor repairs / renovations to upper units.**

### BID FORM

We have visited the sites and carefully examined the RFT and related documents, by-laws of the Municipality of Dryden, and Ontario Building Code as related to “26 King Street” owned by Ontario Aboriginal Housing Services and hereby tender to enter into a contract to perform preparation for all Site Work, Design Plans, Permit Submissions & Construction Services required by the Contract Documents for the completion of the Construction/Renovation Services for the development owned by ONTARIO ABORIGINAL HOUSING SERVICES on the development sites located on 26 King Street, Dryden, Ontario.

Addendums received - \_\_\_\_\_

Contract Price:

The Contract Price, excluding HST. Is:

\_\_\_\_\_ (\$ \_\_\_\_\_)

HST of 13%:

\_\_\_\_\_ (\$ \_\_\_\_\_)

Total Amount payable by OAHS to the contractor for the completion of the Construction Services in Canadian funds is:

\_\_\_\_\_ (\$ \_\_\_\_\_)

\_\_\_\_\_  
Name of contractor

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Name and title of authorized person signing

\_\_\_\_\_  
Signature



**Renovation Description**

Location / Address of development	26 King Street, Dryden ON
Type of Dwelling	Two Story Building
Number of units	6 residential units upper floor See list of minor repairs to upper units and hallway

**MAIN FLOOR RENOVATIONS**

Create 1 – 3 bedroom residential unit and laundry room at the front of the building.

Number of bedrooms	(1) Three Bedroom Unit
Room size minimums	Minimum Ontario building code standards
Design	Main floor – open concept Kitchen/living/-one bathroom Front and back entrances
Accessibility	Proponent will meet Ontario Building Code.
Laundry	Laundry room to be included in main floor design plans The laundry room will be located at the front of the building that has access for upper unit tenants and main floor tenant.  Space allowance for 2 sets of washer/dryers, folding table and sink. Laundry will be located with separate exterior entrance from office/program space.



## Service Requirements Included In Sturgeon Falls Bid Submission

**This form must be used in order for bid submission to be considered complete and compliant.**

**Design plans** \$ \_\_\_\_\_

Proponent/Contractor to present design plans to OAHS for approval

**Municipal / Permit Applications** \$ \_\_\_\_\_

Proponent/Contractor to prepare for all permits associated with all requirements of the Municipal and Provincial Governments.

Proponent to adhere to, answer and take responsibility for all questions, concerns and compliancy as it relates to Municipal and Provincial Permits and regulations.

**CONTINGENCY** \$ \_\_\_\_\_

- Cash purchases
- Change order requirements
- Documented / receipts provided unused portion to be removed from final expense claim

TOTAL SERVICE FEE PRICE (A) \$ \_\_\_\_\_

TOTAL H.S.T. \$ \_\_\_\_\_

TOTAL SERVICE FEE PRICE INCLUDING H.S.T. \$ \_\_\_\_\_



## Construction / Supply Specifications Included In Bid Submission

**This form must be used in order for bid submission to be considered complete and compliant.**

**FRAMING / GENERAL CONSTRUCTION main floor renovation** \$ \_\_\_\_\_

- To supply and install all framing and construction required.

**ENTRY DOORS for 6 units upstairs & 3 bedroom main floor residential** \$ \_\_\_\_\_

- To supply and install new fire rated doors that meet Ontario building code.

**ENTRY LOCK for 6 units upstairs & new main floor residential & laundry room** \$ \_\_\_\_\_

- To supply and install WEISER passage lever handle and Weiser SMART key Deadbolt.
- Locks to come with nickel finish.
- Both doors to be keyed alike. Keys to be given to OAHS representative upon completion unless directed otherwise.
- Forward receipt and warranty documentation to OAHS
- Keys to be provided for all tenants & OAHS that open all exterior doors and laundry
- Keys to be provided for all tenants to OAHS for changed entry doors/locks to upper units

**INTERIOR LIGHTING for 3 bedroom main floor residential & laundry only** \$ \_\_\_\_\_

- Interior lighting fixtures with 7" LED flush mount low profile lights. Different profile can be used if approved by OAHS rep.
- Bulbs to be LED and equivalent to 60 watt incandescent minimum.
- Eco Option / Energy Star qualified.
- Forward receipt and warranty documentation to OAHS with invoice upon completion.

**PAINTING For 3 bedroom main floor renovation and laundry room** \$ \_\_\_\_\_

- Prime and Paint all walls with Semi-gloss latex paint. Paint colour must be neutral, confirm with OAHS prior to start date.
- Do not paint light fixtures, vinyl windows, vinyl or rubber casings, handles, plug covers, etc. unless requested otherwise by OAHS rep.
- Leave unused cans on site in basement for future touch ups.
- Forward colour swatch to OAHS with invoice for future reference.

**WINDOWS for 3 bedroom main floor where required for code** \$ \_\_\_\_\_

- To supply and install new Vinyl dual pane slider windows.
- All windows to come Low E Argon & Energy Star Rated.
- All windows to come with vinyl jamb extensions to suit wall depth.
- To come with vinyl, maintenance free brick mould.
- All exterior and interior finishing to be included.
- Interior casing/trim to be MDF minimum 2 ¾" width & 5/8 thickness.
- All casing to have nail holes and joints filled/puttied and painted.
- Forward receipt and warranty documentation to OAHS with invoice upon completion.

**KITCHEN for 3 bedroom main floor renovation** \$ \_\_\_\_\_

- Kitchen Design to meet CSA standards
- To supply and install all new Kitchen Cabinets as per approved drawings. Cabinets to come with solid wood framing and wood veneer, laminate or melamine doors. Colour & style of cabinets to be approved by OAHS prior to install.
- To supply and install all kitchen cabinet hardware including handles/pulls. All hardware to be nickel in colour. Any changes must be verified/ approved by OAHS.
- To supply and install laminate countertops as per drawing. Colour to be verified by OAHS prior to install. Ensure all countertops are caulked where necessary.
- To supply and install new stainless steel double kitchen sink. To supply and install new sink fixture. Fixture to be single handle, nickel finish with Water Sense label. Manufacturer to be either Moen or Delta.
- Ontario Aboriginal Housing will supply all appliances

**SMOKE ALARMS for 3 bedroom main floor renovation** \$ \_\_\_\_\_

- To supply and install new hardwired Smoke CO combo detectors in all required locations as per OBC in 3 bedroom unit and laundry room.
- All operating instructions to be left on site. Consult OAHS rep on location to leave them.

**FLOORING for 3 bedroom main floor renovation & laundry room** \$ \_\_\_\_\_

- To supply and install glue down Resilient Vinyl Plank flooring throughout unit. Flooring must be minimum 3.8 mm in thickness.
- To supply and install new white pvc baseboard throughout. Other materials such as rubber may be permitted if approved by OAHS rep.
- To supply and install any transitions/ reducers/ nosings necessary.
- To remove all debris and leave work area clean.
- Forward receipt and warranty documentation to OAHS with invoice upon completion.

**HEATING SOURCE** \$ \_\_\_\_\_

- To ensure new residential unit & laundry are connected to existing as furnace

### EXTERIOR LIGHT FIXTURES

- To supply and install outdoor wall lights at all entrances. Lights to be black in colour & LED compatible.
- To supply and install outdoor motion sensor wall lights at back entrance and fire escape for security.
- To supply and install LED exterior bulb in fixture. Minimum 60 watt equivalent.

### INTERIOR DOORS for 3 bedroom main floor renovation

\$ \_\_\_\_\_

- To supply and install 6 panel pre-hung textured & primed interior doors.
- All main floor interior doors (including bathrooms) to have a clear opening width of 32 in.
- Paint doors and frames white in colour using semi-gloss latex paint.
- All main floor int doors (including bathrooms) to have a clear opening width of 810 mm (32 in.)
- To supply and install passage handles. Nickel finish unless approved by OAHS.
- To supply and install hinge pin doors stops on all interior doors.

### BATHROOM for 3 bedroom main floor renovation

\$ \_\_\_\_\_

- **Vanity:** To supply and install 30" vanity in both bathrooms. Vanity to come with 1 piece sink & countertop. Caulk where necessary. Colours/ style to be verified with OAHS prior to install. Supply and install door handles/hardware if not supplied with vanity. Nickel finish. To supply and install new sink fixture. Fixture to be single handle, nickel finish with Water Sense label. Manufacturer to be either Moen or Delta.
- **Showers :** To supply and install 1 piece shower & tub unit in bathroom. To supply and install permanent shower curtain rod on both units. To supply and install shower/tub fixtures. Fixture to be single handle, nickel finish with Water Sense label. Manufacturer to be either Moen or Delta. To caulk where necessary. Verify style of Shower/Tub surround with OAHS rep prior to install.
- **Toilets :** To supply and install 1 new *American Standard* Water Sense toilet. Toilet to come with elongated bowl, chair height and no greater than 4.8 LPF. Include any plumbing modifications as required. Any other manufacturer or changes in spec must be approved by OAHS.
- **Exhaust Fan:**  
Supply & Install new ventilation exhaust fans in bathroom.  
Fan must be minimum 100 cfm & Energy Star rated/qualified.  
Fan must be humidity sensing.  
All exhaust fans ductwork must be properly insulated & vented to the outside.  
Leave operation manual on site. OAHS rep to instruct where.  
Forward all receipts and warranties to OAHS upon completion

### INTERIOR CLEANING

\$ \_\_\_\_\_

- Clean all sinks, tub, surround and toilets.
- Wash all cupboards, vanity and countertops.
- Clean all exterior doors and windows.
- Clean interior and exterior of fridge and stove.
- Clean and lubricate bathroom exhaust fan.

- Clean all flooring surfaces upper and lower floors

**LAUNDRY SPECIFICATIONS**

\$ \_\_\_\_\_

- Design and construct laundry room to hold two sets of top loading washer and dryers
- Install one sink
- Door to laundry room must have locked access
- Door to laundry room can be clear glass and will be accessed from inside the main floor entrance

**HALLWAY TO & IN UPPER UNITS**

\$ \_\_\_\_\_

- Patch and Paint all walls with Semi-gloss latex paint. Paint colour must be neutral, confirm with OAHS prior to start date.
- Do not paint light fixtures, vinyl windows, vinyl or rubber casings, handles, plug covers, etc. unless requested otherwise by OAHS rep.
- Leave unused cans on site in basement for future touch ups.
- Forward colour swatch to OAHS with invoice for future reference.
- Replace carpet on stairs and hallway

**MAIL BOXES**

- Replace existing mail boxes with new keyed mail box system
- New mail boxes must total 7

\$ \_\_\_\_\_

**EXTERIOR UPGRADES**

\$ \_\_\_\_\_

- Paint exterior brick and block of exterior walls
- Install new front façade / siding / lighting and canopy to match Dryden Down Town Development Plan
- Install new exterior LED parking and exterior lighting
- Paint doors and trim
- Paint exterior metal fire escape

**ADDITIONAL SPECIFICATIONS**

\$ \_\_\_\_\_

- Submit details as an attachment and include price here
- If numerous specifications are needed submit details separate but Include price as inclusive of all here

**CONTINGENCY**

\$ \_\_\_\_\_

- Cash purchases
- Change order requirements
- Documented / receipts provided unused portion to be removed from final expense claim

**TOTAL CONSTRUCTION PRICE (B)**

\$ \_\_\_\_\_

**TOTAL H.S.T.**

\$ \_\_\_\_\_

**TOTAL INCLUDING H.S.T.**

\$ \_\_\_\_\_

**TOTAL SERVICE FEE PRICE (A)**                    \$ \_\_\_\_\_  
**TOTAL H.S.T.**    \$ \_\_\_\_\_  
**TOTAL INCLUDING H.S.T.**                    \$ \_\_\_\_\_  
**TOTAL PRICE INCLUDING SERVICE FEES (A+B)** \$ \_\_\_\_\_

Proponent Name: \_\_\_\_\_

Proponent Signature: \_\_\_\_\_

Proponent Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email: \_\_\_\_\_

H.S.T. #: \_\_\_\_\_

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