

INSTITUTION: University of Ontario Institute of Technology (“Ontario Tech University”)
TITLE: Shawenjigewining Hall Interior Renovations
NO.: RFPOTXXXXXXXXX
CONTACT: Donny Gough, Senior Procurement Officer
EMAIL: donny.gough@ontariotechu.ca

1. PROPONENT DECLARATION

Proponent Information			
Full legal name of the Proponent			
Any other relevant name under which the Proponent carries on business			
Whether the Proponent is an individual, a sole proprietorship, a corporation, a partnership, a joint venture or other legally recognized entity			
Contact Name		Title	
Signature		Date	
Address			
Telephone #		Fax #	
Email		Website	
HST # or GST #			

- (a) **Offer.** The Proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Products and Services required under the RFP. By submitting its Proposal, the Proponent agrees and consents to the terms, conditions and provisions of the RFP, including the Mandatory Terms of a Resulting Contract set out in CCDC 2 2020 with Supplementary Conditions, except as otherwise noted, and offers to provide the Products and Services in accordance therewith at the pricing, fees or rates provided in the Proposal.
- (b) **Proposal Irrevocable.** The Proponent agrees that its Proposal is irrevocable for 120 calendar days following the Closing Date and time.

- (c) **Disclosure of Information.** The Proponent hereby agrees that any information provided in this Proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The Proponent hereby consents to the disclosure, on a confidential basis, of its Proposal to Institution’s employees and external advisors who have a need to know for the purpose of evaluating or participating in the evaluation of this Proposal.
- (d) **Proof of Insurance and Good Standing under the Workplace Safety and Insurance Act (Ontario).** By signing this Declaration, the Proponent agrees, if selected, that it has verified its capability to do so and will provide proof of insurance coverage and a Certificate of Good Standing under the Workplace Safety and Insurance Act (Ontario).
- (e) **Execution of Agreement.** If its Proposal is selected by Institution, the Proponent agrees to finalize and execute the Resulting Contract containing the Mandatory Terms set forth in CCDC 2 2020 with Supplementary Conditions in accordance with the terms of the RFP, except and to the extent that the Proponent has otherwise expressed an intention to negotiate specific provisions of the Mandatory Terms and has identified said provisions in the Submission Form (Exceptions to Mandatory Terms).
- (f) **No Collusion.** By submitting a Proposal, the Proponent represents and warrants to Institution, with the knowledge and intention that Institution may rely on such representation and confirmation, that it’s Proposal has been prepared without collusion or fraud and in fair competition with Proposals submitted from other Proponents.
- (g) **Communication.** Proponent (including any firm corporation or individual members of a Proponent) will not attempt to communicate directly or indirectly with any representative of Institution, or the evaluation team at any stage of this RFP Process, including during the evaluation process, except as expressly permitted under this RFP.

Signature of Witness	Signature of Proponent Representative
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Name of Witness Date:	Name and Title Date:
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I have authority to bind the Proponent

3. REFERENCES

- (a) The references will be from organizations similar in size and scope to Institution for which the Proponent has provided the same or similar Products and/or Services within the past five (5) years.
- (b) Institution, in its sole discretion, will confirm the Proponent's experience and or ability to provide the Products and/or Services required and described in its Proposal by checking the Proponent's references and the provision of the references by the Proponent is deemed to be consent to such confirmation/contact with the references.
- (c) Institution reserves the right to revisit the Proponent's scores in the rated requirements based on information learned during reference checks, should they reveal that there is inconsistency between the Proponent's answers to the rated requirements and the results of the reference check.
- (d) Each Proponent is requested to provide three (3) references.

3.1. Reference #1

Reference Form #1	
Company Name	
Company Address	
Contact Name	
Contact Title/Position	
Contact Phone #	
Contact Email Address	
Date(s) of Work	
Description of Work	
Details of Reference	

3.2. Reference #2

Reference Form #2	
Company Name	
Company Address	
Contact Name	
Contact Title/Position	
Contact Phone #	
Contact Email Address	
Date(s) of Work	
Description of Work	
Details of Reference	

3.3. Reference #3

Reference Form #3	
Company Name	
Company Address	
Contact Name	
Contact Title/Position	
Contact Phone #	
Contact Email Address	
Date(s) of Work	
Description of Work	
Details of Reference	

4. CONFLICT OF INTEREST DECLARATION

The Proponent, by submitting this “Conflict of Interest” form, as part of its Proposal, represents and warrants that to its best knowledge and belief no actual or potential Conflict of Interest exists with respect to the submission of the Proposal or performance of the contemplated Resulting Contract other than those disclosed in its response to this RFP. Where Institution discovers a Proponent’s failure to disclose an actual or potential Conflict of Interest (including Conflicts of Interest that may arise after the award of a Resulting Contract or purchase order), Institution may disqualify the Proponent or terminate any Resulting Contract awarded to that Proponent pursuant to this procurement process.

Proponent Information			
Company Name			
Contact Name		Title	
Signature of Authorized Proponent Representative		Date	

Actual or Potential Conflicts of Interest to Declare	

