



Request for Proposal

Project Title: External Audit Services

Request # TMW-2026-07

Activity	Date
Initial Release	March 25, 2026
Bids Due	April 15, 2026 – 4:00 PM Local Time
Bids Opened	April 16, 2026 – 10:00 AM
Bids Presented to Council	May 19, 2026

Municipality of Markstay-Warren

21 Main Street, South

P.O. Box 79

Markstay, ON, P0M 2G0

1 TABLE OF CONTENTS

2	Confidentiality Statement	3
3	Submission Deadlines and Methods	3
4	Submission Questions and Clarifications.....	4
5	Submission Delivery Address,.....	4
6	Submission Opening	4
7	Amendment and Withdrawal of Submission	4
8	Addendums.....	4
9	Business Overview, Background and Executive Summary	5
10	Specifications and Scope of Work	6
11	Assumptions and Constraints.....	10
12	Terms and Conditions	11
12.1	Relating to the Submission document:	11
12.2	Relating to the Successful Candidates:.....	11
13	Selection Criteria	13
14	Required Documentation with Bid Submission	15
14.1	For all Proposals.....	15
14.2	For all work performed by professionals licensed under a regulated trade or professional organization	16
14.3	For all Service Work Performed on Municipal Property	16
15	Declaration	17
16	Bid Form	18
17	Notes:	18

2 CONFIDENTIALITY STATEMENT

This document and any attachments thereto, regardless of form or medium, is intended only for use by the addressee(s) and may contain legally privileged and/or confidential, copyrighted, trademarked, patented, or otherwise restricted information viewable by the intended recipient only. If you are not the intended recipient of this document, please respond to the originator of this message and permanently dispose of any copies and attachments.

3 SUBMISSION DEADLINES AND METHODS

All submissions for responding to this Request must be submitted to our office, as stated below, no later than:

Submissions are accepted no later than – Friday April 15th, 2026 4:00 PM Local Time

The use of mail to deliver a tender will be at the respondent's risk.

Submissions sent in electronic format will be accepted through email at info@markstay-warren.ca

Tenders Delivered in Person or By mail must be submitted in a sealed envelope and shall be clearly marked with the following:

- The Name and Address of the Respondent
- The Request Number
- The Project Title

Administration staff will affix on the sealed envelope:

- Date and time of receipt

Tenders Delivered Electronically must be submitted using a neutral format (i.e. PDF, Scanned image files such as .jpg) The body of the e-mail must include the following:

- The Name and Address of the Respondent
- The Request Number
- The Project Title

Administration staff will affix on the sealed envelope:

- Date and time of receipt

Staff will reply with a message indicating the response has been received.

4 SUBMISSION QUESTIONS AND CLARIFICATIONS

You may contact the following Lead Person: Jacinthe Rochon if you have any questions or require clarification on any topics covered in this Request for Proposal.

Any revisions to the proposal or questions which may give any proponent an advantage in the bidding process will be posted on the web site on the bid page.

5 SUBMISSION DELIVERY ADDRESS,

The delivery address to be used for all submissions is:

Municipality of Markstay-Warren
21 Main Street, South
P.O. Box 79
Markstay, ON, P0M 2G0
Tel: 705-853-4536
Fax: 705-853-4964

6 SUBMISSION OPENING

Submissions will be opened and recorded on **Thursday, 16 April 2026 at 10:00 am** at the Municipal Office. Staff will review the proposal, and the successful candidate will be presented at the Special Council Meeting on **Monday, 04 May, 2026**.

7 AMENDMENT AND WITHDRAWAL OF SUBMISSION

Requests for withdrawal of submission shall be allowed if the Request is made before the closing time for the contract to which it applies. Requests shall be directed to the Lead Person by letter or in person, by a Senior Official of the company, with a signed withdrawal confirming the details. Telephone requests shall not be considered. The withdrawal of a tender does not disqualify a bidder from submitting another tender on the same contract.

8 ADDENDUMS

The Municipality may, at its discretion, amend or supplement the documents for this Request by addendum at any time before the closing date for receipt of Proposals. Changes to the requested documents shall be made by ADDENDUM ONLY. Such changes made by addendum shall be supplementary to and an integral part of the Request. All addenda must be signed and included in the final submission acknowledging all addenda issued by the Municipality. While the Municipality will endeavor to notify prospective Proponents of the issuance of an addendum, the Municipality assumes no liability for the notification, and it is the responsibility of each Proponent monitor and determines whether any addenda has been issued by the Municipality.

9 BUSINESS OVERVIEW, BACKGROUND AND EXECUTIVE SUMMARY

Markstay-Warren boasts of its beauty, tranquility, and country atmosphere while being minutes away from two major centers in North Eastern Ontario. As a growing and progressive bilingual community, Markstay-Warren is an ideal place to raise young families.

With all the technological advancements of an urban center, reasonable tax rates, the proximity to Highway 17, and minutes away from the Greater City of Sudbury and North Bay, our community is ideally suited for the establishment or expansion of businesses and industry.

As a single tier municipality, the Municipality of Markstay-Warren is responsible for providing the following services:

- Local roads and infrastructure
- Fire protection services
- Building inspections and permits
- By-law enforcement
- Solid waste collection and disposal
- Library services (governed by the Library Board)
- Wastewater collection services in the community of Warren

Policing services are contracted to the Ontario Provincial Police, ambulance and social services are administered by the Manitoulin-Sudbury District Services Board, and planning is administered by the Sudbury East Planning Board.

The Municipality uses the following financial systems in 2026:

- QuickBooks
- ADP payroll
- TMM municipal taxes and utilities software

The Municipality will use Vadim effective 2027

10 SPECIFICATIONS AND SCOPE OF WORK

The Municipality of Markstay-Warren invites proposals from qualified accounting firms to provide external audit services for the Corporation of the Municipality of Markstay-Warren.

THE DETAILED AUDIT SPECIFICATIONS ARE:

1. General

The audit shall include the examination of the financial records and financial statements to the degree necessary to express an audit opinion for the following:

- i. The Corporation of the Municipality of Markstay-Warren

Municipal staff prepare a complete year end file for the external auditor which includes working papers and reconciliations for all balance sheet accounts, analytical reviews and draft financial statements. Generally, the responsibilities of the external auditor will be limited to the expression of an opinion on the financial statements and will not include accounting work, preparation of the financial statements, Notes or schedules or any other non-audit responsibilities. Should they be required they will be discussed separately from the formal audit.

Subsequent to the audit, the external auditor shall prepare and submit the Financial Information Return to the Ministry.

2. Annual Schedule

On or before November 30th of each year, the auditor meets with the Treasurer to discuss and agree upon a schedule for the completion and audit of the various financial statements of the municipality for the current year. Also, a list of the necessary schedules, working papers, analysis, and other information to be prepared by municipal staff will be discussed and agreed upon.

Interim audited statements are not required yet we welcome that audit work be commenced for a portion of the year in the fourth quarter of the current year to alleviate the amount of audit work required subsequent to year end.

The annual audit is to take place in March or April each year for the previous calendar year. Draft financial statements are expected to be provided to the Treasurer by the end of April following the audit.

3. Qualified Financial Statements

The auditors shall, immediately upon discovery of information or conditions which would otherwise lead to the inclusion of a qualified opinion with respect to any of the Municipality's financial statements, inform and fully discuss such matters with the Treasurer of the Municipality. Also, the auditor shall, as far as possible, allow a reasonable period of time for the Treasurer to make an investigation, analyze, report and take such corrective action as to avoid the inclusion of such qualifications.

4. Participation of Audit Senior

It is expected that the audit senior will be present throughout most of the audit fieldwork and provide regular updates to the Treasurer as to the status of the audit and issues that may have arisen.

5. Meetings and Subsequent Assistance

The auditors shall attend such meetings as required to discuss their work and reports and shall provide such information as requested. This includes at least one preliminary meeting with management with regards to current year planning, one meeting with the CAO and Treasurer subsequent to significant completion of audit work with regards to audit progress and status and one public Council meeting to present audited financial statements and financial information.

6. Management Letter

Following the completion of the annual audit and prior to presenting the Audited Financial Statements to Council, the auditors shall submit a post audit management letter to the CAO and Treasurer, in draft form, conveying their concerns relative to the internal accounting, operating controls and/or other matters or material importance with respect to the Municipality's operation, which may have been discovered in the course of the Audit. These points will be discussed and agreed with management prior to the presentation of the final Management Letter. The auditors shall also provide recommendations as to such corrective actions as may be required and be prepared to provide advice and assistance with regards to implementation if required to do so.

7. Confidentiality

The auditors shall not at any time before, during or after the completion of the audit divulge to any third parties confidential Municipal information which they obtained during the course of the audit.

8. Terms of Engagement

It is expected that the successful firm will be the auditors for a period of three (3) years with an option to extend to a total of five (5) years, subject to the performance of the audit firm. An annual letter of engagement outlining the terms of the audit and the annual audit plan should be submitted for review and approval.

PROPOSAL CONTENT:

1. General

The candidate firms will be evaluated to the basis of mandatory criteria, the experiences and qualifications of the audit personnel assigned to the audit, the technical qualifications of the audit firm, the experience of the firm, the audit approach of the audit firm, additional services provided, and the fee schedule submitted. Therefore, the proposal should include the following information:

- The profile of the firm (indicate which office will be assigned to the audit)

- Provide a brief explanation of why your firm should be selected (specific, detailed, verifiable information). Also, include comments on any ideas respecting the audit function that your firm believes the Municipality should consider.
- A sample list of the firm's current and prior municipal audit clients indicating the type(s) of services performed, the number of years served for each and the local office which served each client.
- The names and phone numbers of senior staff of these municipalities may be contacted as references.
- The firm's experience in providing auxiliary services such as comprehensive audit services, tax services, etc. to municipal clients by listing the name of each client, the type(s) of services performed.
- An estimate of the number of hours that are anticipated to be required for the annual audit, broken down between the various categories of staff assigned to each of the responsibilities and including details of initial startup.
- The firm's quality control procedures and supervisory and review procedures intended to be employed in the conduct of this Municipality's audit.
- The audit candidate should also indicate in the proposal their agreement to the terms and condition of this request for proposal. Please indicate any components of this request for proposal which cannot be met.
- The firm's processes in regard to virtual audits, necessary as a result of emergency declarations during a pandemic for example. Please describe the processes involved, the methods of communicating with the Municipality and the transferring documents electronically, and other relevant information.

2. Audit Team Composition and Personal Qualifications

- Describe the experience in municipal audits of partners, managers and senior staff assigned to the audit including years on each job and their position on each audit.
- Specify the local office (s) in which the staff is located.
- Describe the relevant educational background of each senior individual assigned to the audit.
- Describe recent municipal audit experience with municipalities in Ontario and demonstrate comprehensive knowledge of municipal financial reporting requirements and legislation governing municipal operations.
- Describe the specialized skills, training, and background in public finance of each assigned individual.
- Indicate that you have substantial resources and support services available to address the scope of audit services required and have sufficient resources to provide related consulting services if required.
- Describe your professional auditing techniques, your system of control and review of audit work performed.
- Demonstrate a commitment to meeting all reporting deadlines.
- Demonstrate a commitment to providing reasonable annual continuity of experienced and qualified personnel available and describe the approach you will take in the event of staff transition.

- Indicate that you have substantial resources and support services available to address the scope of audit services required and have sufficient resources to provide related consulting services if required.
- Describe your professional auditing techniques, your system of control and review of audit work performed.
- Demonstrate a commitment to meeting all reporting deadlines.
- Demonstrate a commitment to providing reasonable annual continuity of experienced and qualified personnel available and describe the approach you will take in the event of staff transition.

3. Advisory Services and Publications

Information should be included in the proposal regarding any advisory services which may be available either free of charge or for a separate fee. These may include staff assistance and/or publications relating to Goods and Services Tax, other commodity taxes, changes to PSAB standards, income tax, taxable benefits, employee benefit plans, operational audit, comprehensive audit, financial systems development, management, cash management etc. Specific expertise in any of the above areas should be outlined.

4. Fees and Expenses

The proposal should include a firm quotation for the fees to be charged for each audit year (2026 – 2028). The fee shall include all applicable taxes, itemized separately. Out of pocket expenses must be included in the audit fees quoted in this proposal call.

The audit should be considered as a “local” audit and the Municipality shall not be responsible for any disbursement incurred by the firm by which are caused by using staff from other locations.

An indication should be given in the proposal as to how fees for special audit work or additional assignments would be determined. Any additional service outside the audit assignment is to be approved by the Treasurer and/or the Chief Administrative Officer.

Year Ending December 31,	Municipality of Markstay-Warren Audit Fees		HST	TOTAL
	Estimated QTY (hours)	Price (\$)*		
2026				
2027				
2028				

*Price should include all expenses (audit hours, travel hours, mileage, billable expenses, etc.)

Should the number of hours required to complete the audit exceed the estimated hours above, please indicate if the additional hours would be billed and indicate the hourly billing rate that would apply or if the price noted above is an all-inclusive price for the audit work regardless of the estimated hours noted above.

Please note that in either case, the Municipality requires that if additional scope of work is added a separate estimate will be provided prior to commencement of the work and a separate approval is required to be obtained in the form of a purchase order or contract.

11 ASSUMPTIONS AND CONSTRAINTS

The Municipality will not be held liable for any errors or omissions in any part of this Request. The information contained herein is supplied solely as a guideline for responding Proponents. The information is not guaranteed or warranted to be accurate by the Municipality, nor is it necessarily comprehensive or exhaustive. Nothing in the Request is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in the Request. Should the Municipality be contacted, no oral explanation or interpretation will modify any of the requirements or provisions of the proposal documents.

The successful Proponent will provide continuous and adequate protection of all work from damage and will protect the Municipality's property from injury or damage arising from or in connection with this work. The successful Proponent will make good any such damage or injury.

The successful Proponent will employ only orderly, competent and skillful employees to ensure that the services are carried out in a confidential and respectable manner.

The successful Proponent will ensure all services and products provided in respect to this proposal are in accordance with, and under authorization of all applicable authorities, municipal, provincial and/or federal legislation.

The successful Proponent will, throughout the term of the contract, obtain and maintain in force a General Liability Insurance of not less than \$2,000,000 (per occurrence) inclusive, to indemnify and hold harmless the Municipality of Markstay-Warren against any liability for property damage or personal injury, including death which may arise from the Proponent's operations under this contract; and/or The successful Proponent will be required to provide Professional Liability Insurance coverage in the amount of not less than \$2,000,000.00 per occurrence.

The successful Proponent and its employees may have access to information confidential to the Municipality. This information may include, but is not limited to, terms of this agreement, business methods and systems, contractual terms, pricing, personal information, etc. subject to disclosure by force of law, the successful Proponent agrees that it and its employees who have access to this information will not either during the term of the agreement or at any time thereafter reveal to any third party any of this confidential information or use in any way, whether on the successful Proponent behalf or on behalf of any third party, any such information

The information, reports, documentation, plans, etc. that are a product of this award by the successful Proponent, will become the exclusive property of the Municipality of Markstay-Warren.

12 TERMS AND CONDITIONS

12.1 RELATING TO THE SUBMISSION DOCUMENT:

- Term of Agreement** – The successful Proponent will provide external audit services for a period of three (3) years starting with the fiscal year end of December 31, 2026 and ending with the external audit services of the fiscal year end of December 31, 2028. Based on satisfactory performance and service, and approval by the Council of the Municipality of Markstay-Warren, subsequent renewals to extend the terms to a total of five (5) years (up to fiscal year end of December 31, 2030) may be granted.
- Provincial and Federal Taxes (H.S.T.)** – Proposals shall include applicable H.S.T. taxes. This tax shall be shown separate from the unit price. The Proponent shall include with the executed documents, at the time of submission, on company letterhead, notification to the Municipality of their H.S.T. Registration Number (if any).
- Costs, Deliverables & Timelines** – as set out in the scope of work.
- Declaration** - Signed declaration must be submitted (Page #11)
- Other** - Proponents may include any additional information regarding their firm and/or services that may prove beneficial to the evaluation of the proposal. These would be provided in the form of appendices.

12.2 RELATING TO THE SUCCESSFUL CANDIDATES:

- **Contract** - The successful Proponent may, within ten (10) days after being advised that they are the successful Proponent, execute a contract in duplicate to the Municipality.
- **Notice of Acceptance** - Notice of acceptance may be made by fax or telephone, with written confirmation of same to follow, to the successful Proponent at the number given by the Proponent.
- **Payment** - Shall be made upon receipt of invoice following the receipt of the product (net 60 days) with completion of the work to the satisfaction of the Municipality.
- **Price** - The Proponent shall abide by the total price stated in the submission document. No further payments beyond the contract amount will be made for any additional services required to provide a satisfactory deliverable. If additional requirements are requested by the Municipality beyond the original scope of work described in this Request, the cost of these services would be negotiated between the Municipality and the company that has been selected to perform the work. Any additional work will only be undertaken based on a request in writing from the Municipality of Markstay-Warren.
- **Change Orders** – Change orders may be issued on the contract as negotiated between the Municipality and the proponent. Change orders can be used to request additional services or to allow for modifications for unforeseen circumstances. The unit rates shall be those agreed to through the financial proposal.

- **Termination** - The Municipality reserves the right to immediately terminate the contract for sufficient cause, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, unprofessional behaviour as outline in our contractor code of conduct, etc.
- **Public Record** - Any personal information required on the proposal form is received under the authority of the Municipality. This information will be an integral component of the quote submission. All written proposals received by the Municipality become a public record; once a proposal is accepted by the Municipality, and a contract is signed, all information contained in it is available to the public including personal information.
- **Conflict of Interest** - Proponents shall immediately disclose to the official point of contact any potential or real conflict of interest whether direct or indirect in nature as it may relate to the Municipality, its elected officials, officers, employees and/or the present Bid Solicitation. Where, in the Municipality's opinion, a significant conflict of interest is found to exist and cannot be sufficiently mitigated, the Municipality reserves the right to disqualify the Proponent from participating in the Bid Solicitation.

13 SELECTION CRITERIA

A combination of quality, experience and price will determine a successful firm. The following Rubrick will be used to score submissions

Category	Available Points
(i) Mandatory Evaluation Requirement	
The Municipality offers bilingual services (French and English) therefore the bidder shall demonstrate that the key team members or project manager reviewing relevant documents and internal processes are fluently bilingual and capable of working in both languages.	Pass or Fail
(ii) Service Proposal	
1. Understand of objectives and scope or work a. Overall understanding = 7 points	7 pts
2. Quality of approach and methodology a. Approach is comprehensive = 8 points b. Methodology will achieve objectives = 8 points c. Key success factors/risks = 4 points	20 pts
3. Proposed work plan, schedule and level of effort a. Work plan and schedule is thorough = 7.5 points b. Level of effort is appropriate = 7.5 points	15 pts
4. Experience and Qualification of respondent and key team members a. Company profile / Corporate Experience = 9 points b. Project manager = 4 points c. Key team members = 5 points	18 pts
(iii) Financial Proposal	40 pts
Total Available Points	100 pts

The Municipality of Markstay-Warren is not obligated to award the service contract to the lowest or any firm. The Municipality reserves the right to reject any or all proposals and to waive formalities as the interests of the Municipality may require without stating reasons. The Municipality will not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent by reason of the acceptance or the non-acceptance by the Municipality of any proposal or by reason of any delay in the acceptance of a proposal as well Any expenses incurred by the Proponent in the preparation of the proposal submission are entirely the responsibility of the Proponent and will not be charged to the Municipality.

i. Mandatory Evaluation Requirement – Pass or Fail

- a) Mandatory Criteria shall be scored as a Pass or Fail. If a proposal fails to meet the mandatory requirement, the proposal shall be disqualified, and no further evaluation shall be conducted.

ii. Service Proposal (60 points)**a) Understanding of objectives and scope of work (7 points)**

Describe your understanding of the assignments, including overall scope and objectives, noting any specific issues that may require extraordinary attention.

b) Quality of approach and methodology (20 points)

Describe the approach and methodology to be followed in completing all aspects of the assignment in order to achieve the stated project objectives. The approach section of the proposal shall outline the bidders's strategies, assumptions, and philosophies in completing the assignment. The methodology portion of the proposal shall describe the respondent's proposed process for completing this assignment. The respondent should also identify key success/risk factors for the project and how they will be managed.

c) Proposed work plan, schedule and level of effort (15 points)

Providing a work plan and schedule for the first year of the proposed contract, including a breakdown of the major tasks and the level of effort of the individual team members in sufficient detail to allow a complete understanding as to how and by whom the work is to be carried out. The level of effort presented in the service proposal must be expressed in hours, not days.

d) Experience and qualifications of respondent and key team members (18 points)

Outlined the bidder's relevant corporate experience. Demonstrate your knowledge and experience relative to the scope of this project making specific references to experience with projects of similar size and complexity. Details three (3) similar projects completed by your firm over the past then (10) years which have comparable size and complexity.

For each project description, provide the name of the project, name of the client, the client's project manager and client reference contact information, the date and duration, dollar value of the project and identify whether the project was completed on time and within budget, and if not, provide an explanation.

Provide the qualifications, experience of the project manager, key team members and other staff relative to the scope of this project. Specify their role/responsibility in the project. Identify availability and years of relevant experience managing external audits of a similar scope and magnitude.

iii. Financial Proposal (40 points)

- a) The bidder shall provide a financial proposal that contains the detailed price breakdown by major tasks. The breakdown should include the specific activities planned for each component of the project, including the number of hours required to complete each of the tasks and subtasks by each member of the bidder's team.

- b) It is the Municipality's intent to call upon the successful bidder for fiscal, accounting, or other advisory services. Any services outside the scope of work of this proposal will need to be requested in writing by the Municipality. These services are not part of the financial proposal; however, hourly rates should be detailed in this financial proposal.
- c) Financial points will only be awarded to bidders who have achieved a minimum score of 70% (42 out of 60) ON THE EVALUATION CRITERIA OF THE SERVICE PROPOSAL. Service proposals that do not meet the minimum score required will be deemed non-compliant and will be given no further consideration and will be kept sealed.
- d) Points will be awarded based on the following cost analysis procedure:

A = financial proposal

B = Lowest financial proposal achieving a minimum score of 70% (42 out of 60) on the evaluation criteria numbered 1 to 4 inclusive.

C = A-B

D = C/B

E = 1-D

F = 40 points

G (financial proposal points) = (multiplied by) * F

Please refer to scope of work – Proposal Content for additional information and requested format of the fee schedule table to be submitted.

14 REQUIRED DOCUMENTATION WITH BID SUBMISSION

As part of the bid submission, the contractor must supply the following documentation where it applies to the work they are completing:

14.1 FOR ALL PROPOSALS

- Signed copy of: **15 Declaration p-17**
- Completed copy of: **16 Bid Form - p18** (multiple bid forms may be submitted if multiple options are being presented)
 - **Provincial and Federal Taxes (H.S.T.)** - Tenders shall include applicable H.S.T. taxes. This tax shall be shown separate from the unit price. The Proponent shall include with the executed documents, at the time of submission, on company letterhead, notification to the Municipality of their H.S.T. Registration Number (if any)
- Other** - Proponents may include any additional information regarding their firm and/or services that may prove beneficial to the evaluation of the proposal. These would be provided in the form of appendices.

14.2 FOR ALL WORK PERFORMED BY PROFESSIONALS LICENSED UNDER A REGULATED TRADE OR PROFESSIONAL ORGANIZATION

- Organization's license number, identification of a copy of their license
- The licenses or license numbers of key individuals taking responsibility for the project
- For technical teams: The organizational structure and CV of team members

14.3 FOR ALL SERVICE WORK PERFORMED ON MUNICIPAL PROPERTY

- WSIB Coverage
 - Proof of active workers compensation in good standing OR
 - For individual contactors: a completed copy of the 'Determining worker/independent operator status questionnaire through WSIB which can be found at:
<https://www.wsib.ca/en/forms/determining-worker-independent-operator-status>
- Insurance
 - Proof of \$2,000,000 liability insurance

15 DECLARATION

Company:		
Name:		
Address:		
Phone	Fax	E-Mail

The Respondent declares:

- No person, firm or Municipality other than the Respondent, has any interest in this proposal or in the proposed services for this proposal;
- This proposal is made without any connection, comparison of figures or arrangements with or knowledge of any other Municipality, firm or person making a proposal for the same service and is in all respect fair and without collusion or fraud;
- No member of the staff of the Municipality of Markstay-Warren is, or will become interested directly or indirectly.
- The content and requirements of this proposal document have been read and understood.
- The prices set forth in this Quote Form include full compensation to furnish all labour, equipment, materials and supplies and transportation necessary or incidental to completing the work in strict accordance with said documents.
- All prices are quoted in Canadian funds.
- **All or any proposals not necessarily accepted.**

Signed at _____ this ____ day of _____ 2026.

Print - Witness

Print - Respondent

Title - Respondent

Signature - Witness

Date

Signature Respondent

Date

16 BID FORM

If proposing pricing for multiple service options, please supply **one** bid form for **each** service option. Pricing must identify all itemized costs which should be reasonably expected while executing the bid. Use a second sheet if required. For any items which are explicitly out of scope, please identify these as notes.

I _____ *(Name or Company)* do hereby submit the following bid price to perform the related work as outlined in the Scope of Work.

Service Option	

Services	QTY	Price	Total
HST			

17 NOTES:

Indicate any special terms in this section. Attach a separate sheet if required.