**APPENDIX C: STAGE I FORM (BIDDER’S FORM)**

**Bidder’s Information**

Bidder must provide all requested information below; if any information is not provided, the Bid may be disqualified, at NDHC’s sole discretion.

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| --- | --- |
| Company Name: |       |
| Company Address: |       |
| Company’s Contact Person: |       |
| Contact Email |       |
| Contact Phone |       |

**Acknowledgment of Addendums**

We acknowledge receipt of \_\_\_     \_\_\_\_ addendums; and agree that the addendum/addenda form part of the RFT. I am aware that failure to acknowledge the correct amount of Addendum(s) may result in the disqualification of my Bid, at NDHC’s sole discretion.

**Bidder's Declaration**

Please initial beside each statement with which you agree. For NDHC's purpose, only those Bidders who have accepted (initialed) each statement of the Bidder's Declaration will be considered; failure to agree to any statement will disqualify your Bid.

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| --- | --- |
|       | I/WE have read, reviewed and understand all terms and conditions outlined in this RFT, its Appendices, any applicable Addenda, and NDHC’s Purchasing Policy #CORP-01. |
|       | I/WE agree to be bound by the terms and conditions contained in the RFT, its Appendices, any applicable Addenda, and NDHC’s Purchasing Policy #CORP-01. |
|       | I/WE agree to provide all goods and/or services outlined in this RFT, its Appendices, and/or any Addendum, including but not limited to the Work, Pricing and other specifications, within the terms and conditions as defined herein. |
|       | I/WE declare that the Bid submitted has been made entirely in accordance with the terms and conditions outlined in this RFT, the Appendices, any applicable Addenda, and NDHC’s Purchasing Policy #CORP-01. |
|       | I/WE declare that any potential and/or actual conflict of interest has been disclosed to NDHC. |
|       | I/WE declare that this Bid was submitted by a Bidder with the capacity to contract (not a minor and of sound mind) |
|       | I/WE declare that this Bid was submitted by a Bidder (and all Participating Entities) who is not an Opposing Party in a legal action against NDHC. |
|       | I/WE declare that this Bid is made without collusion, connection, knowledge, comparison of figures or arrangement with any other Company, firm or persons making a submission and is in all respects fair and without collusion for fraud. |
|       | I/WE declare that the undersigned is empowered by the Bidder to negotiate all matters with NDHC's representatives relative to this Bid and any future Contract, and the person named below has the authority to submit this Bid on behalf of the Corporation, Company, Company, or Partnership. |
|       | I/WE declare that no persons associated with the Bid have initiated communication about this RFT after it was issued and before the Closing Date or before one or more contracts are entered in respect of the Work, which is its subject, with any member of the NDHC Board, NDHC Staff, and/or the media. |
|       | I/WE declare that no person associated with the Bid has been convicted of a criminal offence, including but not limited to fraud or theft. |
|       | I/WE declare that no person associated with the Bid has been convicted of any quasi-criminal offence pursuant to applicable legislation or regulations including but not limited to the Occupational Health and Safety Act, as amended, where the circumstances of that conviction demonstrate a disregard on the part of the Bidder for the health and safety of its workers, NDHC employees, or the general public. |
|       | I/WE declare that no person associated with the Bid has committed professional misconduct, acts, or omissions that adversely reflect on the commercial integrity of the Bidder. |
|       | I/WE declare that if any future Contract is to be negotiated with NDHC regarding the subject matter herein, the negotiations and the Contract shall be governed, construed and enforced under the laws of the Province of Ontario and the federal laws of Canada. |
|       | I/WE, including Non-Resident Bidders, shall comply with all Federal, Provincial (Ontario) and Municipal Laws, Acts, Ordinances, regulations, and By-Laws, which in any way pertain to the Work outlined in this RFT or to the employee of the Bidder. |
|       | I/We, including Non-Resident Bidders, shall charge applicable HST for Ontario. |
|       | I/WE agree that any and all employees or personnel subject to the provision of the goods and/or services completed by this RFT will be properly trained under the Occupational Health and Safety Act, that every supervisor appointed is a ‘competent person’ as defined in the Act, and all work shall be in compliance with the Act’s regulations. |
|       | I/WE agree to hold NDHC safe and harmless from any property damage; or claims by individuals or third parties; including any legal costs incurred by NDHC in connection therewith, on a solicitor/client basis, due to defective, damaged or unsuitable goods and/or services. |

**Project Identification**

Please initial beside each location to which you are submitting a Bid for.

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| A1 - MATTAWA | **LOCATIONS** | **BIDDER’S INITIALS** |
| 445 Poplar Street |       |
| 465 Poplar Street |       |
| Park Street (units 264 to 314) |       |
| Mattawan Street (units 671 to 689) |       |
| A2 – NORTH BAY | 135 Worthington St. W |       |
| 365 Lakeshore Dr |       |
| 866 Lakeshore Drive |       |
| Manitou Street (units 1 to 127) |       |
| 555 McNamara Street |       |
| 545 McNamara Street |       |
| 111 Carruthers Street |       |
| 1040 Brookes Street (East and South Side only) |       |
| MacKay Homes (225 and 230 Olive St West, North Bay) |       |
| A3 – West Nipissing | 24 Grande Allee, Field |       |
| 70 Principal St., Verner |       |
| 19 William St., Sturgeon Falls |       |
| 145 Holditch St., Sturgeon Falls |       |

**Completed by:**

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|       |  |       |
| Company |  | Authorized Signature |

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|       |  |       |
| Name |  | Title |