

# Unsolicited Bid Submission

Date (YYYY MM DD)

<YYYY>

<MM>

<DD>

Supplier Legal Business Name

Supplier Contact Name

Supplier Contact Email

Supplier Contact Phone Number

Type of Organization

For Profit

Not for Profit

Other

General description and summary that describes the Unsolicited Bid. Provide overview of the objectives, methods, intended outcomes and demonstrate the benefit to public interest.

Duration of Initiative (if applicable)

Preliminary Pricing and/or Cost Estimate

This Form must accompany any attachments, brochures or information packages. Failure to submit this Form will result in return of the Unsolicited Bid without further consideration.

By submitting an Unsolicited Bid, I/we agree that:

1. The City is under no obligation to procure any Goods and/or Services from the Supplier.
2. The City may, in its sole discretion, (a) proceed to negotiate a contract with the Supplier for all or part of the Goods and/or Services; (b) reject the Unsolicited Bid; and/or (c) proceed to open market competition for all or part of the Goods and/or Services or for similar Goods and/or Services.
3. If the City chooses to negotiate a contract with the Supplier for all or part of the Goods and/or Services, no work shall be performed until and unless the Supplier receives an executed contract from the City.
4. The Supplier bears its own costs for preparation of the Unsolicited Bid, including documentation or materials requested by the City, and any costs associated with negotiation or review of a contract, as applicable.
5. The City shall not be liable for any costs or damages in connection with the rejection of the Unsolicited Bid.
6. All documents submitted by the Supplier will become the property of the City.
7. The Supplier has identified any information supplied in confidence for which confidentiality is to be maintained by the City. The confidentiality of such information will be maintained by the City, except as otherwise required or permitted by law or by order of a court or tribunal.
8. The Unsolicited Bid may be disclosed to City staff, advisers retained by the City, and Council for the purposes of evaluation, negotiation and/or approval of a contract, as applicable.
9. The Supplier will comply with the City's Procurement By-law and applicable policy and procedures.
10. No perceived, potential or actual conflict of interest exists or may arise as a result of the Unsolicited Bid or the Supplier's involvement. If a conflict of interest is subsequently found to exist, the Unsolicited Bid may be rejected and any resulting contract may be terminated, at the sole discretion of the City.
11. The contents of the Unsolicited Bid are true and accurate.