



TENDER REQUIREMENTS AND CONDITIONS - SECTION 1100

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1100.1 CONTENTS OF TENDER FORM

1100.1.1 The bidder will be furnished with a booklet containing the tender form and other contract documents. The tender form will contain the following information:

1100.1.1.1 The contract number, location, and description of the work.

1100.1.1.2 A list of the plans and specifications furnished with the tender.

1100.1.1.3 The estimated quantities of work to be performed.

1100.1.1.4 The amount of the bid guaranty.

1100.1.1.5 The date and time when tenders close.

1100.2 INTERPRETATION OF ESTIMATED QUANTITIES

1100.2.1 The quantities shown on the tender form are approximate only and are prepared for the comparison of bids. Payment to the Contractor will be made only for the actual measured pay quantities of work performed or materials furnished in accordance with the contract. The scheduled quantities of work to be done and materials to be furnished may each be increased or decreased. Except as provided in Subsections 1300.2 and 1300.3 such increase or decrease shall not in any way invalidate the unit prices bid.

1100.3 EXAMINATION OF PROJECT SITE, AND CONTRACT DOCUMENTS

1100.3.1 It is the responsibility of the bidder to examine the project site and the documents listed in the tender form. The submission of a bid shall be conclusive evidence that the bidder has conducted a careful examination of both the project site and the contract documents.

1100.3.2 Should a bidder find discrepancies in or omissions from the drawings or other documents, or should he be in doubt as to their meaning, he should at once notify the Department who may send a written instruction to all bidders.

- 1100.3.3 The Department reserves the right to amend or revise the drawings and specifications prior to the date set for the closing of tenders. Prospective bidders will be informed of all such changes. It is the responsibility of the bidder to ensure that they have received these changes.

1100.4 PREPARATION OF TENDERS

- 1100.4.1 Each bidder shall specify on the tender form the unit price in words for each of the separate items indicated. Each bidder shall also show the extension of each item written in figures in the column provided for that purpose and the total amount.
- 1100.4.2 If a unit price already entered by the bidder on the tender form is to be altered, it shall be crossed out, the new unit price entered above or below it, and initialed by the bidder.
- 1100.4.3 The bid shall be signed by the proper authorized representative. The bidder shall show his name or company name, office address and telephone and facsimile numbers. Bidders shall provide for Department records, documentation if an individual or partnership or resolution by the Board of Directors if a corporation, which identify officials authorized to execute the tender forms. If any changes to the authorized signing officials occur, a revised copy shall be submitted.
- 1100.4.4 Other papers bound with or attached to the tender form and which require signature, shall be filled out and signed in the manner specified above or as specified in the paper.

1100.5 BID GUARANTY

- 1100.5.1 The bid guaranty shall not be less than the amount stipulated on the tender form and shall be in the form of cash, certified cheque, bank draft or bid bond.
- 1100.5.2 Certified cheques and bank drafts shall be made payable to the Deputy Minister, Department of Highways and Transportation.
- 1100.5.3 If the bid bond is used, it shall be submitted on a form furnished by the Department of Highways and Transportation or CCDC document form 220 or a form that is in the opinion of the Department substantially equivalent in content. The bid bond shall be signed by the Contractor and by his surety company.

1100.6 DELIVERY OF TENDERS

- 1100.6.1 Each tender must be submitted in the special envelope furnished by the Department or in an envelope that is in the opinion of the Department substantially equivalent in content. Tenders shall be delivered by mail or in person to the location noted in the tender form, and will be received until the closing time specified in the tender form. Any tender received after the time specified will not be considered.

1100.7 WITHDRAWAL OF TENDERS

- 1100.7.1 Permission will be given to a bidder to withdraw his tender without prejudice to himself, provided a request is written and submitted by a person authorized to sign tenders as set forth in Subsection 1100.4.3, is filed at the location noted in the tender form before the time specified in the tender form for the delivery of tenders.

1100.8 MODIFICATION OF UNIT PRICES

- 1100.8.1 A bidder may, without prejudice to himself, modify or correct any unit price on his tender after it has been received by the Department, if the notice of modification or correction complies with the following:
- 1100.8.1.1 The notice must be written.
 - 1100.8.1.2 The notice must identify the project and/or work.
 - 1100.8.1.3 The notice must distinctly identify the item in the original tender that is to be modified or corrected, and shall clearly specify the modification or correction to be made. If the modification or correction causes a change in the total amount, then the change to the total amount should be indicated in the notice.
 - 1100.8.1.4 The notice shall be clear and unambiguous.
 - 1100.8.1.5 The written notice must be signed by a person authorized to sign tenders as set forth in Subsection 1100.4.3.
 - 1100.8.1.6 Notices by facsimile are acceptable. The notice must be filed at the location noted in the tender form for contract submission. Any notification or portion of a notification received after the time specified in the tender form for the delivery of tenders shall not be accepted and shall not be incorporated into the original bid.
 - 1100.8.1.7 Notices shall be inserted in a sealed envelope with the contract number and bidders name. Contract Section will record the date and time the notice was received. At the tender opening, the notice shall be incorporated into the original bid.
- 1100.8.2 It is the bidders responsibility to ensure that notices are received by the Department prior to the specified closing time.
- 1100.8.3 Multiple notices of modification or correction to a unit price shall be applied sequentially to the previous unit price.

1100.9 OPENING OF TENDERS

- 1100.9.1 All tenders will be opened and read publicly, at the location noted in the tender form for contract submission shortly after the closing time on the date specified on the tender form

1100.10 GOODS AND SERVICES TAX (GST)

- 1100.10.1 Crown funds shall be used to pay for goods and services purchased pursuant to this contract. Goods and services purchased with crown funds are not subject to the Goods and Services Tax (GST). Prices on tenders shall be compared for the purposes of awarding the contract on the basis that the GST is not payable by the Province.