

Part 3A - Process For Administering Bidding Irregularities

IRREGULARITY	RESPONSE
1. Late Bids	Automatic rejection and not read publicly.
2. Unsealed Envelopes Submitted	Automatic rejection
3. Proper Envelope not Used	Acceptable if the envelope is properly sealed and its contents are properly identified.
4. Insufficient Financial Security – Bid Bond	Automatic rejection
5. Bids not Completed in non-erasable medium (e.g. ink or typewriter) and signed in ink.	Automatic rejection.
6. Incomplete Bids (Part Bids – all items not bid.)	Automatic rejection.
7. Qualified Bids (Bids qualified or restricted by an attached statement.)	Automatic rejection.
8. Bids received on documents other than those provided by the owner.	Automatic rejection.
9. Bids containing Minor Clerical Errors	Two business days to correct and initial errors.
10. Consent of Surety (Bonding Company Corporate Seal or signature missing.)	Automatic rejection.
11. Execution of Bid Bonds (Financial Security) (a) Signature of Bidder or bonding company missing. (b) Corporate seal of Bidder or of bonding company missing.	Automatic rejection Automatic rejection
12. Other Bid Security- Uncertified Cheques.	Automatic rejection.
13. Documents – Execution Corporate seal missing. Signature missing.	Two business days to correct Also see Items 16 & 18. Automatic rejection.
14. Erasures, Overwriting or Strike-Outs which are not initialled: (a) Uninitialled changes to the tender documents which are minor (example: the tenderer's address is amended by over-writing but not initialled); (b) Unit prices have been changed but not initialled and the contract totals are consistent with the price as amended; (c) Unit prices which have been changed but not initialled and the contract totals are not consistent with the price as amended; (d) Other mathematical errors, which are not consistent with the unit prices.	Two business days to correct Two business days to correct Automatic rejection Two business days to initial corrections as made by the Bidding Authority
15. Bid Amount in writing is different than the numerical amount.	The bid amount in writing shall take precedence.
16. Mistakes in Bidding On the application of the Bidder and the demonstration of an error in the bid or the Bidder's calculation sheets.	<i>May be considered by the Bid Authority in its evaluation of bids, but the Bid Authority is under no obligation to permit withdrawal of the bid or return of the bid security -</i> Following consultation with the bidder and the Construction Association, where applicable and requested, the Bid Authority may decide whether or not the bid can be withdrawn and the bid deposit returned.
17. Addenda that have financial implication have not been acknowledged.	Automatic rejection.
18. Other Minor Irregularities (<i>Other minor irregularities in any of the documents submitted in response to the call for bids.</i>)	The Bid Authority shall have authority to waive irregularities, which they reasonably believe to be minor and have not provided a bidder with a competitive advantage.
19. Faxed Revisions to bid a) Arrive late on fax b) Arrives on time to designated fax, but not to the closing location c) Revision is not alteration to the price, but states the final bid amount	Automatic rejection Accepted (refer to Instructions To Bidders, Clause 7) Automatic rejection