

Part 2.3 - Guideline For Administering Bidding Irregularities

IRREGULARITY	RESPONSE
1. Late bids	Automatic rejection, returned to bidder unopened
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 a bid form other than the Stipulated Price Bid Form.	Automatic rejection. For supplementary bid forms refer to Guideline Item 3.0
9. Bids containing minor clerical errors	Two business days to correct and initial errors.
10. Non execution of Bid Bonds (financial security) (a) Signature of bidder or bonding company missing.	Automatic rejection
11. Documents – Execution Missing signature(s)	Automatic rejection.
12. Erasures, overwriting or strike-outs which are not initialled: (a) Uninitialled changes to the bid documents which are minor (example: the bidder's address is amended by overwriting 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 bid calling authority
13. Bid amount in writing is different than the numerical amount.	The bid amount in writing shall take precedence.
14. Mistakes in bidding (Example: bidder demonstrates error in calculation sheets)	The Owner is not obliged to permit withdrawal of the bid. Where requested by the bidder, the Owner - in consultation with legal counsel and the Construction Association, may determine that it is the Owner's best interest to permit the bid to be withdrawn. The Owner may also determine that it is not in their best interests to call the bid bond.
15. Addendum that have financial implication have not been acknowledged.	Automatic rejection.
16. Other minor irregularities (<i>Other minor irregularities in any of the documents submitted in response to the call for bids.</i>)	The <i>Owner</i> shall have authority to waive irregularities, which they reasonable believe to be minor and have not provided a bidder with a competitive advantage.
17. Faxed Revisions to bid a) Arrive late on fax b) Revision is not alteration to the price, but states the final bid amount	Automatic rejection Automatic rejection

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