GUIDANCE FOR COMPLETING THE BID FORM

Bidders must submit comprehensive information about their bid, project details, personnel, pricing and compliance commitments.

Project and bidder information

The identification of the project, RFP name, owner, work location, bid closing date, submission address including bidder's legal and trade names, business registration number, address, primary contact information and authorized signing officers.

Bid submission acknowledgments

Bidders must acknowledge reviewing all project documents and confirm compliance with submission format, site conditions, coordination requirements, contract framework, pricing inclusions and capability to meet insurance and bonding requirements.

Addenda acknowledgment

The form provides space for listing up to six addenda with their numbers, dates, descriptions and bidder acknowledgments to confirm awareness and acceptance.

Stipulated price bid

Bidders enter one complete lump-sum base price before taxes, applicable taxes separately and total bid price including taxes. The price validity period and currency (Canadian dollars unless otherwise stated) are also specified.

Allowances, contingency, unit prices, alternates and separate prices

Cash allowances and contingency allowance

There are seven allowance items with specified amounts, inclusion status in base price and notes or assumptions.

Unit prices

Up to eight unit price items are detailed with descriptions, units of measure, estimated quantities, unit prices and notes.

Alternates and separate prices

Seven alternates or separate prices can be listed with references, descriptions, type (add/deduct/separate), price impact and owner acceptance checkboxes.

Contract time, schedule and ready-for-takeover commitments

Bidders specify earliest start date, substantial performance milestone, ready-for-takeover date, final completion date, critical schedule assumptions and liquidated damages or incentive acknowledgments. There are checkboxes for attaching a preliminary schedule and confirming allowances for related activities and impacts.

Bid security, contract security and insurance

Bidders indicate inclusion or requirements for bid bond/security, consent of surety, performance bond, labour and material payment bond, commercial general liability (CGL) insurance, builder’s risk/property insurance, other insurance types and workers compensation clearance. Insurance cross-check instructions are also provided.

Proposed key personnel, subcontractors, suppliers and self-performed work

Key personnel

Up to five key personnel roles are listed with names, companies, experience or certifications and planned allocation.

Major subcontractors and suppliers

Up to nine trades are listed with firm names, locations, contacts, value or percentage of work and indication of Indigenous, local or northern participation. A checkbox confirms no substitution of named personnel or subcontractors without owner approval.

Technical compliance and exceptions

Bidders list exceptions, exclusions, qualifications or proposed deviations with document references, descriptions and price or schedule impacts. Up to nine entries can be detailed or "None" if no exceptions exist.

Safety, regulatory, quality, environmental and permitting commitments

Bidders commit compliance with laws, codes, permits, safety plans, coordination of inspections, environmental controls, quality management and documentation.

Commercial declarations

Bidders confirm no conflicts of interest or unfair advantage except as disclosed, authorization to do business, irrevocability of bid during validity, independent bid preparation without collusion and acceptance of award conditions. Spaces are provided for conflict-of-interest disclosures, confidentiality information and proposed contract exceptions requiring review.

Attachments checklist

The form lists require attachments such as completed bid form, subcontractor and supplier list, price schedules, technical submissions, schedules, quality plans, bid security, health and safety plans, consents, participation plans, insurance certificates, environmental plans, WCB/WSCC clearance, exceptions list, key personnel resumes and other attachments.

Bidder declaration and signature

Bidders certify the accuracy and authorization of the bid information, acknowledging owner reliance on the submission for evaluation and contract award. It includes spaces for bidder legal name, date, authorized signatures with names and titles, witness signature if required, corporate seal and email for notices.

This comprehensive bid form ensures that all critical aspects of a construction bid are documented, including legal, financial, technical, scheduling, safety and compliance elements, to facilitate thorough evaluation and contract execution under the stipulated price contract framework.