

Bid Irregularities - Summary

ITEM	DESCRIPTION	MAJOR	MINOR	ACTION
1.	Late bid by any amount of time	X		automatic rejection
2.	Bid completed in pencil	X		automatic rejection
3.	Bid surety not submitted with the bid when the bid request (or any addenda) indicated that such surety is required	X		automatic rejection
4.	Execution of agreement to bond:			
	a) Bond company corporate seal or equivalent proof of authority to bind company or signature missing	X		automatic rejection
	b) Surety company not licensed to do business in Ontario	X		automatic rejection
5.	Execution of bid bond:			
	a) Corporate seal or equivalent proof of authority to bind company or signature of the bidder or both missing	X		automatic rejection
	b) Corporate seal or equivalent proof of authority to bind company or signature of Bonding Company missing	X		automatic rejection
6.	Cheque has not been certified	X		automatic rejection
7.	Bidder not attending mandatory site meeting	X		automatic rejection
8.	Unsealed tender envelopes	X		automatic rejection
9.	Proper response envelope or label not used		X	acceptable if officially received on time
10.	Pricing or signature pages missing	X		automatic rejection
11.	No deposit or bid bond where it is required	X		automatic rejection
12.	Insufficient deposit or bond:			
	a) where security amount is not specified and insufficiency is trivial or insignificant		X	no action required
	b) where security amount is not specified and insufficiency is significant	X		automatic rejection
	c) where security amount is specified in request			automatic rejection
13.	Bid received on documents other than those provided in request	X		not acceptable unless specified otherwise in the request
14.	Execution of bid document			
	Proof of authority to bind is missing	X		automatic rejection
15.	Part bid (all items not bid)			
	a) where complete bid is specified in the request	X		automatic rejection
	b) where complete bid is not specified in the request		X	acceptable
16.	Bids containing minor clerical errors		X	2 working days to correct initial errors. Town reserves the right to waive initialling and accept bid

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18.	Unit prices in the schedule of prices have been changed but not initialled		X	2 working days to correct initial errors. Town reserves the right to waive initialling and accept bid
19.	Other mathematical errors which are not consistent with the unit prices		X	2 working days to initial corrections, Unit prices will govern
20.	Pages requiring completion of information by vendor are missing	X		automatic rejection
21.	Documents (including all addenda) with	X		automatic rejection
22.	Other minor irregularities		X	CAO/Clerk shall have the authority to waive minor irregularities
23.	Any irregularity			Despite the provisions herein contained, Council may waive any irregularity where it considers is to be in the best interest of the Town