

Schedule A
Irregularities Contained in Bids

IRREGULARITY	RESPONSE
1. Late Bid	Automatic rejection. Not read publicly and returned unopened to the bidder
1. Unsealed Envelopes	Automatic rejection
2. Insufficient financial security (no bid security or agreement to bond or insufficient Bid Bond or agreement to bond)	Automatic rejection, unless in the opinion of the Director Corporate Services, the irregularity is trivial or insignificant
3. Bid completed and/or signed in erasable medium (such as lead pencil)	Automatic rejection
4. Bid is unsigned (or is improperly signed – for example, without corporate seal or by unauthorized person)	Automatic rejection
5. Addenda, which have financial implications, have not been acknowledged.	Automatic rejection
6. All required sections of bid document are not completed	Automatic rejection, unless in the opinion of the Director Corporate Services, the irregularity is trivial or insignificant
7. The execution (by the bonding company) of agreements to bond (performance security) are improper in that there is a company corporate seal or signature missing from the agreement bond.	Automatic rejection
8. Execution of bid bonds	
A. Corporate seal or signature of the bidder missing	48 hours to correct
B. Corporate seal or signature of the bonding company missing	Automatic rejection
9. Other bid security- Uncertified cheques	Automatic rejection
10. Erasures, overwrites or strike outs which are not initialed	
A. Un-initialed changes to tender documents which are minor	48 hours to correct
B. Unit prices in the schedule of pricing have been changed but not initialed and the totals are consistent with the price as amended	48 hours to correct
C. Unit prices in the schedule of pricing have been changed but not initialed and the totals are not consistent with the price as amended	Automatic rejection
11. Qualified Bids (Bid qualified or restricted by an attached statement)	Automatic rejection, unless in the opinion of the Director Corporate Services, the qualification or restriction is trivial or insignificant

12. Bids received on documents other than those provided or specified by TBDSSAB	Automatic rejection, unless in the opinion of the Director Corporate Services, the matter is trivial or insignificant
13. Failure to attend mandatory site visit	Automatic rejection
14. Only one bid is received	<p>A. Bid returned unopened if additional bids could be secured</p> <p>B. If the bid should be considered in the opinion of the Director Corporate Services, and is found acceptable, then it may be awarded.</p>
15. Any other irregularities	The Director Corporate Services, or designate shall have the authority to waive other irregularities or grant 48 hours to correct such other irregularities, considered minor in nature