

# User's Manual

**SBDI**

Saskatchewan Bid Depository Inc.

[contactus@sbdi.ca](mailto:contactus@sbdi.ca)
[www.sbdi.ca](http://www.sbdi.ca)

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## SASKATCHEWAN BID DEPOSITORY BRANCHES

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Saskatoon SK S7K 2C5  
Telephone: (306) 653-1771  
Fax: (306) 653-3515  
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www.SBDI.ca

### SBDI REGINA BRANCH

1935 Elphinstone Street  
Regina SK S4T 3N3  
Telephone: (306) 791-7422  
Fax: (306) 565-2840

### SBDI SASKATOON BRANCH

532 – 2<sup>ND</sup> Avenue North  
Saskatoon SK S7K 2C5  
Telephone: (306) 653-1771  
Fax: (306) 653-3515

### SBDI MOOSE JAW BRANCH

*"SUBCONTRACTOR DROP OFF ONLY"*

610 – 1<sup>ST</sup> Avenue North  
Moose Jaw SK S6H 3M6  
Telephone: (306) 693-1232  
Fax: (306) 694-1766

### SBDI PRINCE ALBERT BRANCH

70 – 17<sup>TH</sup> Street West  
Prince Albert SK S6V 3X3  
Telephone: (306) 764-2789  
Fax: (306) 764-3443

### SBDI LLOYDMINSTER BRANCH

*"SUBCONTRACTOR DROP OFF ONLY"*

4419 – 52<sup>ND</sup> Avenue  
Lloydminster AB T9V 0Y8  
Telephone: (780) 875-8875  
Fax: (780) 875-8874

### SBDI NORTH BATTLEFORD BRANCH

*"SUBCONTRACTOR DROP OFF ONLY"*

c/o Chamber of Commerce  
Box 1000  
North Battleford SK S9A 3E6  
Telephone: (306) 445-6226  
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## 1.0 RULES AND REGULATIONS

### 1.1 ORGANIZATION AND PURPOSE

The Bid Depository System was formally organized in 1966 in Saskatchewan. The System was first adopted in 1955 and 1956 in Canada, to provide the Construction Industry with a uniform and practical system for Subcontractors to submit their tenders to the General Contractors. In Saskatchewan there are four local Bid Depositories which operate under the management of the applicable Construction Association as well as two drop off locations.

The cost for the operation of the System, which includes administration and the printing of the envelopes, is offset by the sale of the standardized envelopes to those using the System on the various projects specifying the Bid Depository System.

The System is generally accepted by all levels of Municipal and Provincial Governments, as well as the design profession, other owners and tendering authorities.

### 1.2 NAME

1.2.1 The company shall be known as the "Saskatchewan Bid Depository Incorporated" (SBDI).

### 1.3 PLACE

1.3.1 The Saskatchewan Bid Depository Incorporated may operate a Bid Depository at each place in Saskatchewan where there is a Construction Association.

### 1.4 PURPOSES

1.4.1 The purposes of the Saskatchewan Bid Depository Incorporated are:

1. To establish a system to improve tendering practices in the construction industry.
2. To protect the sanctity of bidding by making provision for the reception of sealed tenders from Subcontractors and Sub-subcontractors and the delivery of firm quotations in writing to General Contractors,
3. To provide adequate time for General Contractors to compile their bids completely and accurately, on the basis of firm written quotations.
4. To provide procedures for the handling of bids which are in the best interest of Owners, Architects, Engineers and Contractors.

### 1.5 SASKATCHEWAN BID DEPOSITORY INCORPORATED

1.5.1 The Saskatchewan Bid Depository will be administered by a Provincial Board of Directors, made up of representatives of the Construction Associations and the Industry.

1.5.2 The Board of Directors is made up of the following representatives: Saskatoon Construction Association – two; Regina Construction Association – two, Moose Jaw Construction Association – one; Prince Albert Construction Association – one; Saskatchewan Association of Architects – one, and a Chairman elected at large.

### 1.6 SBDI BRANCH MANAGEMENT COMMITTEES

1.6.1 At each location where a Bid Depository exists, there is an SBDI Branch Management Committee consisting of at least three members of the local Construction Association. This Committee shall, pursuant to the SBDI User's Manual, arbitrate all complaints and disputes.

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In adjudicating disputes and complaints as provided in this paragraph the SBDI Branch Management Committee may levy any and all sanctions and awards as the SBDI User's Manual prescribes.

- 1.6.2 The local Construction Association may determine the rules and procedures for the appointment of members to the SBDI Branch Management Committee.

## 1.7 ADOPTION OF SBDI USER'S MANUAL

- 1.7.1 Each SBDI Branch shall operate its Bid Depository in accordance with the SBDI User's Manual – Rules, Regulations & Trade Scopes, further known as the SBDI User's Manual.
- 1.7.2 The SBDI Board of Directors may adopt rules and regulations from time to time, which shall apply to every SBDI Branch.

## 1.8 AMENDMENT OF SBDI USER'S MANUAL

- 1.8.1 Any amendments to the SBDI User's Manual should be supplied in writing using Appendix V.

## 2.0 CONDITIONS FOR USE OF BID DEPOSITORY

- 2.1 Where a Bid Depository of the SBDI is used for the calling of tenders for a project, it shall be used for the calling of tenders for all of the trades listed in Rule 3.2.2 that are applicable to the project.
- 2.2 The SBDI Branch Management Committee shall have the exclusive right to inquire into, hear, arbitrate, and levy all sanctions and awards and the action or decision of the SBDI Branch Management Committee provided in this manual and no proceedings by or before the SBDI Branch Management Committee shall be restrained by injunction, prohibition or other process or proceeding in a court or be removable by certiorari or otherwise in any court. The use of the Bid Depository subject the SBDI User's Manual is intended to create a code of tendering practice, which each user voluntarily assumes for their own benefit and at their own risk.
- Application for appeal accepted only as set out in the procedures provided in the SBDI User's Manual.
- 2.3 Any person or corporation, who calls for tenders through the Bid Depository; or submits a bid through the Bid Depository; or accepts a bid through the Bid Depository, shall be deemed to be a user of the Bid Depository.
- 2.4 Each user of the Bid Depository agrees to be bound and shall be bound by the SBDI User's Manual and by the decisions of the SBDI Authority and the SBDI Board of Directors.
- 2.5 The use of any Bid Depository of the SBDI is at the user's risk.
- 2.6 The Saskatchewan Bid Depository Inc., the Local Construction Associations, the Saskatchewan Construction Association, the SBDI Branch Management Committees, or any of them, or any employee, officer, director or committee member of any of the said organizations is in no way liable or responsible to any user of the Bid Depository for any non-application or mis-application of the SBDI User's Manual.
- 2.7 Each SBDI Branch will supply, for a fee, to any user of the Bid Depository, a copy of the SBDI User's Manual or provide the location to the manual online ([www.SBDI.ca](http://www.SBDI.ca)).
- 2.8 Suggestions, in writing, relating to the operations of the Bid Depository or the amendment of the SBDI User's Manual may be made at any time by users. All suggestions will be reviewed by the SBDI Rules Review Committee.

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## 3.0 GENERAL PROVISIONS

### 3.1 ELIGIBILITY

- 3.1.1 Any Contractor may use any Bid Depository of the SBDI regardless of their geographical location or their membership in any association, if they observe the SBDI User's Manual.

### 3.2 TRADE SCOPES

- 3.2.1 Only bids submitted through the Bid Depository and in accordance with the SBDI User's Manual shall be used.
- 3.2.2 Where the word "scope" appears in the SBDI User's Manual, it refers to the Trade Scope Definitions and any Notwithstanding Conditions and Pre-Tender Rulings.

The following Scopes of work are to be submitted through the Bid Depository:

|  | <b>YEAR<br/>REVISED</b> |
|--|-------------------------|
| PILING SCOPE                                   | 2011                    |
| REBAR SCOPE                                    | 2001                    |
| MASONRY SCOPE                                  | 2011                    |
| STRUCTURAL STEEL SCOPE                         | 2005                    |
| METAL DECKING SCOPE                            | 2011                    |
| MISCELLANEOUS METALS SCOPE                     | 2005                    |
| MEMBRANE ROOFING AND RELATED SHEET METAL SCOPE | 2015                    |
| SHINGLE ROOFING AND RELATED SHEET METAL SCOPE  | 2015                    |
| METAL ROOFING, CLADDING AND SOFFIT             | 2015                    |
| ARCHITECTURAL WOODWORK SCOPE                   | 2013                    |
| ENTRANCE AND STOREFRONTS SCOPE                 | 2001                    |
| ARCHITECTURAL ALUMINUM WINDOWS SCOPE           | 2001                    |
| ARCHITECTURAL (FINISHING) HARDWARE SCOPE       | 2013                    |
| GLASS AND GLAZING SCOPE                        | 2001                    |
| CURTAIN-WALL SCOPE                             | 2006                    |
| LATH, PLASTER, AND STUCCO SCOPE                | 2007                    |
| DRYWALL SCOPE                                  | 2005                    |
| DEMOUNTABLE PARTITIONING SCOPE                 | 2007                    |
| TILE, TERRAZZO, MARBLE AND GRANITE SCOPE       | 2001                    |
| SEAMLESS FLOORING SCOPE                        | 2001                    |
| ACOUSTIC TILE AND SUSPENSION SYSTEMS SCOPE     | 2003                    |
| RESILIENT FLOOR COVERINGS SCOPE                | 2001                    |
| CARPETING SCOPE                                | 2001                    |
| PAINTING SCOPE                                 | 2012                    |
| SPECIAL WALL COATINGS SCOPE                    | 2001                    |
| ELEVATORS SCOPE                                | 2001                    |
| ESCALATORS SCOPE                               | 2001                    |
| DUMBWAITERS SCOPE                              | 2001                    |
| MOVING WALKWAYS SCOPE                          | 2001                    |
| MECHANICAL SCOPE                               | 2005                    |
| ELECTRICAL SCOPE                               | 2010                    |

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The Bid Depository shall be used for the calling of tenders for Mechanical Contractors' Sub-subcontractors as follows:

|   |      |
|---|------|
| AUTOMATIC TEMPERATURE CONTROLS SCOPE                                | 2006 |
| INSULATION SCOPE  | 2005 |
| SPRINKLERS (FIRE PROTECTION) SCOPE                                  | 2001 |
| INCINERATORS AND CHIMNEYS SCOPE – FABRICATED OR CONSTRUCTED ON SITE | 2001 |

- 3.2.3 Bids will be based on Trade Scopes as defined in Rule 3.2.2, Notwithstanding Conditions, Pre-Tender Rulings as defined in Rule 4.2, and the tender documents as accepted by the SBDI Authority.
- 3.3 CLOSING TIME FOR BIDS - NOTE: All time periods are working days.
- 3.3.1 When the Bid Depository is used for the calling of tenders for Mechanical Contractors' Sub-subcontractors, such bids shall close at the SBDI Authority one working day in advance of the closing time for the Mechanical Contractor.
- | SUBCONTRACTOR CLOSING TIME | SUB-SUBCONTRACTOR CLOSING TIME |
|----------------------------|--------------------------------|
| 14:00 Monday               | 14:00 preceding Friday         |
| 14:00 Tuesday              | 14:00 preceding Monday         |
| 14:00 Wednesday            | 14:00 preceding Tuesday        |
| 14:00 Thursday             | 14:00 preceding Wednesday      |
| 14:00 Friday               | 14:00 preceding Thursday       |
- 3.3.2 Mechanical Contractors shall name, by Sub-subcontractor and company name, on their bid at the time of bidding through the Bid Depository, all Sub-subcontractors as listed under Trade Scopes.
- 3.3.3 Subcontractors shall close at any SBDI Branch a minimum of 3 working days in advance of the General Contractors closing.
- | GENERAL CLOSING TIME | SUBCONTRACTORS CLOSING TIME |
|----------------------|-----------------------------|
| Monday               | 14:00 preceding Wednesday   |
| Tuesday              | 14:00 preceding Thursday    |
| Wednesday            | 14:00 preceding Friday      |
| Thursday             | 14:00 preceding Monday      |
| Friday               | 14:00 preceding Tuesday     |
- 3.3.4 Bids will not be altered after closing time.
- 3.4 HOURS OF OPERATION OF BID DEPOSITORY
- 3.4.1 The hours of each Bid Depository shall be the same as the regular working hours of the Local Construction Association.
- 3.5 DEFINITION – CONTRACTOR
- 3.5.1 In this SBDI User's Manual and for the purposes of the SBDI:
- General Contractor: is the contractor that signs the agreement with the Owner or the Owner's representative.
- Subcontractor: is the contractor submitting tenders to the General Contractor.

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Sub-subcontractor: is the contractor submitting tenders to a Subcontractor.

## 3.6 DEFINITION – MEMBER

3.6.1 For the purpose of the SBDI User's Manual, a "member" refers to a membership in a Construction Association in Saskatchewan.

## 3.7 DEFINITION – TENDERING AUTHORITY

3.7.1 For the purposes of the SBDI User's Manual, the "Tendering Authority" will refer to the party who has called for tenders on any given project.

## 3.8 DEFINITION – SBDI AUTHORITY

3.8.1 For the purposes of the SBDI User's Manual, the "SBDI Authority" will refer to the SBDI Branch responsible for closing a project.

## 3.9 DEFINITION – SBDI BRANCH OF RECORD

3.9.1 For the purposes of the SBDI User's Manual, the "Branch of Record" will be the branch where the closing should have taken place according to the SBDI boundary map.

## 3.10 DEFINITION – SBDI DELIVERY BRANCH

3.10.1 For the purpose of common closing, this is the branch where the bidder deposits their bid.

## 3.11 DEFINITION – SBDI BRANCH MANAGEMENT COMMITTEE

3.11.1 For the purposes of the SBDI User's Manual, the "SBDI Branch Management Committee" will be the Chairman selected by the Local Association Board of Directors, at least one General Contractor and selected Subcontractors as required.

## 3.12 DEFINITION – TRADE SCOPE

3.12.1 Where the word "scope" appears in the SBDI User's Manual, it shall refer to the Trade Scope, as defined in Rule 3.2.2 plus, any approved Notwithstanding Conditions and Pre-Tender Rulings.

## 3.13 GUIDE TO USING THE TRADE SCOPE DEFINITIONS

3.13.1 Trade Scope Definitions have been prepared by the SBDI and various trade associations to identify work to be included or excluded in the bids for trades listed under the Trade Scopes of the SBDI. Tabulating items to be included in a bid provides a common basis for which bidding becomes truly competitive and fair to all concerned.

3.13.2 Become familiar with the contents of the SBDI User's Manual.

3.13.3 Specify the items in scopes corresponding to the Trade Scope Definitions, as all bids will be based on these definitions. Discrepancies, omissions and duplications will be minimized if this procedure is followed in conjunction with Rule 4.4.13 "Where an item falls within a Trade Scopes' specification section, that item will be picked up by that Trade Scope unless it falls within another Trade Scope or is specifically excluded by that Trade Scope."

3.13.4 Know your Trade Scope Definitions and those of related trades, which may influence items to be included or excluded from your bid.

3.13.5 Regardless of where an item appears in the tender documents for a project, the Trade Scope Definitions govern whether or not it should be included in your bid as set out in Rule 4.4.13

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"Where an item falls within a Trade Scopes' specification section, that item will be picked up by that Trade Scope unless it falls within another Trade Scope or is specifically excluded by that Trade Scope."

- 3.13.6 Number Not Used
- 3.13.7 Number Not Used
- 3.13.8 Use of the Trade Scope Definitions does not relieve the General Contractor from their responsibility for a complete contract.
- 3.13.9 Any item of work in the tender documents that cannot clearly be identified with a Trade Scope Definition, or it appears to be included in more than one Trade Scope should be brought to the attention of the SBDI Authority Branch Management Committee in writing and request a Pre-Tender Ruling (see Appendix VII – Bidder Request Form).
- 3.13.10 Number Not Used
  
- 3.14 FEEDBACK
  - 3.14.1 The success of the Bid Depository is dependent on the co-operation and assistance of all users. Constant communication with the users of the Bid Depository is necessary to maintain an effective system.
  - 3.14.2 If errors, omissions or discrepancies are noted in the SBDI User's Manual, please advise your trade association or local SBDI branch.
  
- 3.15 SBDI USER'S MANUAL CHANGE PROTOCOL
  - 3.15.1 Any trade association or group representing a trade scope can present proposals for changes to that trade scope to the Rules Review Committee as per the timetable set out below.
  - 3.15.2 Prior to forwarding proposed changes and/or proposed new Trade Scopes to the SBDI Head Office, all trades affected by the change and the Saskatchewan General Contractors' Association should be approached for their concurrence (see Appendix V – Proposed Changes to the SBDI User's Manual).
  - 3.15.3 The proposal is then forwarded along with correspondence from the affected Trade Associations and General Contractors' Association to the SBDI Head Office.
  - 3.15.4 The deadlines for annual changes to the SBDI User's Manual are:
    - by February 15 – All proposed changes must be received for inclusion in the next User's Manual (email changes to ContactUs@SBDI.ca using Appendix V).
    - by February 24 – All proposed changes must be circulated to all branches, Trade Scope Chairmen, Co-Chairmen, General Contractors' Association of Saskatchewan and all Trade Associations.
    - by April 30 – Preliminary review of proposed changes by the Rules Review Committee.
    - by July 15 – Final response to proposed changes.
    - by August 31 – Review of proposed changes and preparation of recommended changes by the SBDI Rules Review Committee.
    - by October 15 – Presentation of recommended changes to the SBDI Board of Directors for approval.



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## 3.15.5 RULES REVIEW COMMITTEE

### Members:

- a. Chairman – President, Saskatchewan Bid Depository Inc.
- b. Members (to be appointed by chairman) – 3 appointed representatives from each of the Regina & Saskatoon Construction Associations as follows:
  - One (1) General Contractor from each area
  - One (1) Mechanical Contractor
  - One (1) Electrical Contractor
  - Two (2) other Trade Contractors
  - Regina & Saskatoon SBDI Branch Managers

### Responsibility:

- a. The SBDI Branch Management Committee is responsible to the SBDI Board of Directors.

### Terms of Reference:

- a. To review all proposed changes to the SBDI Trade Scope Definitions
- b. To suggest changes to the SBDI Trade Scope Definitions
- c. To invite delegations for the purpose of:
  - Discussing individual trade scopes of work
  - Hearing rationale for proposed changes to the SBDI Trade Scope Definitions
- d. To establish subcommittees, as required, to study select areas of trade responsibility.

## 4.0 RULES – BID POLICIES AND PROCEDURES

### 4.1 TENDERING AUTHORITY

#### 4.1.1 Number Not Used

4.1.2 The Tendering Authority will clearly define in the tender documents that the project is using the Bid Depository.

4.1.3 The project will close at the SBDI Authority as set out on the SBDI Boundary Map (see Appendix VI – Boundary Zone Map). The Tendering Authority shall state at which SBDI branch the project will close.

4.1.4 Final addenda must be issued and received by 2:00 p.m. at the specified SBDI Authority not less than 2 working days prior to close of Subcontractor tenders (see Appendix IV – Tendering Authority Addenda Confirmation).

### 4.2 NOTWITHSTANDING CONDITIONS / PRE-TENDER RULINGS

#### 4.2.1 NOTWITHSTANDING CONDITIONS

- a. When the Tendering Authority wishes to deviate from the established Trade Scope Definitions as set out in Rule 3.2.2, they may do so by having a Notwithstanding Condition issued with their tender documents (see Appendix VII – Bidder Request Form).
- b. Notwithstanding Conditions must receive prior approval from the SBDI Authority.
- c. The SBDI Authority must receive requests for Notwithstanding Conditions within a realistic time for the SBDI Branch Management Committee to address the request and meet the 2-day addenda rule (see Rule 4.1.4).
- d. A Notwithstanding Condition takes precedence over the Trade Scope Definitions.

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- e. A Notwithstanding Condition shall apply only to the project for which it was approved.
- f. A Notwithstanding Condition may only be used to temporarily amend SBDI Trade Scope Definitions and shall have no influence or effect on the SBDI Rules and Regulations

## 4.2.2 PRE-TENDER RULINGS

- a. When the Tendering Authority and/or the bidder require clarification of the tender documents relative to the Trade Scope Definitions as set out in Rule 3.2.2, they may do so by means of a Pre-Tender Ruling (Addendum) (see Appendix VII – Bidder Request Form).
- b. Pre-Tender Rulings must receive prior approval from the SBDI Authority.
- c. The SBDI Authority must receive requests for Pre-Tender Rulings within a realistic time for the SBDI Branch Management Committee to address the request and meet the 2-day addenda rule (see Rule 4.1.4).
- d. A Pre-Tender Ruling shall apply only to the project for which it was approved.

4.2.3 Number Not Used

4.2.4 Number Not Used

4.2.5 Number Not Used

## 4.3 GENERAL / MECHANICAL CONTRACTORS

- 4.3.1 Each General / Mechanical Contractor who intends to bid on a project should give notice in writing to the SBDI Authority of their intention to bid, General Contractor not less than 5 working days prior to the General Contractor closing and Mechanical Contractor not less than 3 working days prior to the Mechanical Contractor closing (see Appendix IX – Bidder Confirmation Letter).

Penalties, as per Appendix II, shall apply if notice provisions are not adhered to. \*All subcontractor/sub-subcontractor prices received will be handled as per SBDI Rule 4.5.1 – Missed Bids.

- 4.3.2 An SBDI Branch, upon request, will provide the names of the General / Mechanical Contractors who have advised the SBDI Authority of their intention to bid any particular project.
- 4.3.3 Each General / Mechanical Contractor shall pay a fee to receive the SBDI Bid Package (see Appendix II – Fee Schedule).
- 4.3.4 If a General / Mechanical Contractor fails to give the SBDI Authority 2 working days notice prior to Subcontractor closing of their intention to withdraw, the General / Mechanical Contractor is liable for the payment of the SBDI Bid Package fee (see Appendix II – Fee Schedule).

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- 4.4 BID PROCEDURES FOR SUBCONTRACTORS AND SUB-SUBCONTRACTORS
- 4.4.1 Each Subcontractor or Sub-subcontractor listed under the Trade Scope Definitions shall bid through the Bid Depository (see Rule 3.2.2).
- 4.4.2 Each Subcontractor or Sub-subcontractor shall file their bid with the Goods and Services Tax (GST) NOT included in their price.
- a) On First Nations projects each Subcontractor and Sub-subcontractor shall file their bids with Provincial Sales Tax (PST) NOT included in their price. The price submitted shall be considered to be the net price. Provincial Sales Tax (PST) shall be considered as an extra to the tender.
- 4.4.3 Number Not Used
- 4.4.4 Number Not Used
- 4.4.5 It is the responsibility of Subcontractors and Sub-subcontractors to acquire the names of the General / Mechanical Contractors tendering on the project.
- 4.4.6 A separate price must be listed for each complete Trade Scope.
- 4.4.7 A lump sum combined price may be quoted for two or more complete Trade Scope sections listed under Trade Scope, but only if a separate price has been quoted for each trade scope section.
- 4.4.8 Number Not Used
- 4.4.9 If non-scope trade sections are quoted they must be quoted as separate prices.
- 4.4.10 A Trade Scope and non-scope price cannot be used to form a combined price.
- 4.4.11 When a product or system is the exclusive franchise of one party entitled to bid and such product or system is specified with no equivalent or alternate being accepted, then Rule 4.4.6 shall be construed to mean all other items excluding such exclusively franchised products or systems. Such exclusively franchised products or systems then become, in effect, a separate item which is bid separately through the Bid Depository.
- 4.4.12 Number Not Used
- 4.4.13 Where an item falls within a "Trade Scopes" specification section, that item will be picked up by that Trade Scope unless it falls within another Trade Scope or is specifically excluded by that Trade Scope.
- 4.4.14 All Bids shall remain open for a period of 15 calendar days beyond the acceptance period as required by the tender documents for the General Contractor.
- 4.4.15 If alternate prices and/or separate prices and/or unit prices are called for in the tender documents they shall be submitted through the Bid Depository.
- Alternate prices and/or separate prices and/or unit prices not requested in the tender documents must be submitted through the Bid Depository. These alternates would not be considered to be outside the Trade Scope Definitions and therefore, must be shown as deletions and/or additions to the base price and may be part of a combined price.
1. If alternate prices and/or separate prices and/or unit prices are disqualified or withdrawn such a ruling will not be used to invalidate the base price.

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2. If the base price is disqualified, the bidder's corresponding alternate prices and/or separate prices and/or unit prices are automatically disqualified.
  3. Alternate prices and/or separate prices and/or unit prices can only be used with the base price submitted by the same contractor.
  4. Number Not Used
- 4.4.16 All bids must be submitted in official SBDI envelopes for the SBDI Authority purchased from any SBDI branch (see Appendix II – Fee Schedule).
- 4.4.17 Subcontractors and Sub-subcontractors shall supply and submit their bids in the following manner:
- One large SBDI envelope containing the following:
1. One small SBDI envelope for each General / Mechanical Contractor containing a copy of their bid (see Appendix I – Standard Tender Form).
  2. One small SBDI envelope for the SBDI Authority containing a copy of their bid(s). Separate envelopes for the SBDI Authority can be submitted if preferred.
- Attach to the outside of the large envelope:
1. One small SBDI Declaration Form envelope containing their signed Declaration Form and required security (as per Rule 4.6 – Bid Security).
  2. One additional small SBDI envelope for the SBDI Delivery Branch, attached to the outside of the large envelope, is necessary when the SBDI Authority and the SBDI Delivery Branch are not one in the same. This envelope will contain copies of their bids to the General / Mechanical Contractors, a copy of the Declaration Form, and a copy of any security included in the tender.
- It is not necessary for the bidder to give the same price to all General / Mechanical Contractors, but the SBDI Authority and the SBDI Delivery Branch must have a copy of each of their different bids given to the General / Mechanical Contractors.
- 4.4.18 Number Not Used
- 4.4.19 The Subcontractor shall deliver their SBDI envelopes to a SBDI Delivery Branch prior to the closing time.
- The Sub-subcontractor shall have the option:
1. To deliver their SBDI envelopes to an SBDI Delivery Branch (Moose Jaw, Prince Albert, Regina or Saskatoon only). Sub-subcontractor envelopes will be opened at the SBDI Delivery Branch and faxed to the SBDI Authority for distribution to Mechanical Contractors.
  2. To deliver directly to the SBDI Authority for distribution to Mechanical Contractors.
- 4.4.20 Number Not Used
- 4.4.21 Only those bids received through the Bid Depository in official SBDI envelopes and addressed to a specific Contractor shall be considered legitimate and given consideration.
- 4.4.22 Late bids will not be accepted.

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- 4.4.23 Number Not Used
- 4.4.24 Emailed, faxed, hand delivered amendments to a tender will be accepted if they are received prior to the established closing time and addressed to specific Mechanical Contractors / General Contractors. It is the responsibility of those making such amendments to ensure that they have been received by the SBDI Authority Branch.
- 4.4.25 Tenders shall not be altered or amended in any way after the Bid Depository closing time.
- 4.4.26 If a Subcontractor or Sub-subcontractor deviates from, varies or fails to comply with any of the provisions of the SBDI User's Manual relating to their tender, and has thereby, in the opinion of the SBDI Authority gained an unfair advantage over their competitors, their tender shall be disqualified.
- 4.5 RULES – MISSED BIDS
- 4.5.1 When a Subcontractor / Sub-subcontractor has missed bidding to a General / Mechanical Contractor, they shall advise the SBDI Authority in writing not later than 4 hours prior to General / Mechanical Contractor closing. Subsequently the SBDI Authority will confirm the missed bid by forwarding a copy of a bid as received by the SBDI Authority, to the General / Mechanical Contractor.
- 4.5.2 The missed bid will be confirmed in writing to the SBDI Authority (using Appendix VIII – Missed Bidding Letter) in the following manner:
- “We missed bidding to (BLACK CONSTRUCTION) on (ABC HIGH SCHOOL).  
 Please consider our bid addressed to (WHITE CONSTRUCTION) as if it were  
 submitted to (BLACK CONSTRUCTION).  
 (SIGNED) Subcontractor.”
- This notice must be received not later than 4 hours prior to the General / Mechanical Contractor closing.
- 4.5.3 The SBDI Authority shall forward to (BLACK CONSTRUCTION) confirmation of the price submitted to (WHITE CONSTRUCTION).
- 4.5.4 There will be a fee for missed bidding (see Appendix II – Fee Schedule).
- 4.5.5 If the General / Mechanical Contractor did not provide proper notice of their intention to bid (as per Rule 4.3.1), the fee will be picked up by that General / Mechanical Contractor.
- 4.6 RULES – BID SECURITY
- 4.6.1 All Subcontractors and Sub-subcontractors shall enclose in the “Declaration Form Envelope” the Declaration Form fully completed. If the cumulative price of all trade scopes from one subcontractor / sub-subcontractor is over \$40, 000.00, the Declaration Form shall be accompanied by an original Bid Bond\* for 10% of the amount of the tender's cumulative total, naming as obligee "the Successful General / Mechanical Contractor", or a Certified Cheque for 10% of the amount of the tender's cumulative total, made payable to the Saskatchewan Bid Depository Inc., care of the Authority Branch. If the bid is under \$40,000.00, this must be indicated on the Declaration Form. The Declaration Form envelope containing these documents must be attached outside the large Bid Depository Envelope (see Appendix III – Declaration Form).

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\*NOTE: Bid Bonds / Certified Cheques shall be valid for 15 calendar days beyond the acceptance period as required by the tender documents for the General Contractor (i.e. if the acceptance period is 60 days, the bid bond must be made out for at least 75 days).

Declaration Forms will be supplied without charge with purchase of envelopes.

- 4.6.2 A Declaration Form, Bid Bond or Certified Cheque is not necessary in a case where a General / Mechanical Contractor is submitting a Trade Scope tender to himself.
- 4.6.3 In the event that the Declaration Form, and/or the required Bid Security is incomplete or not deposited by a Subcontractor or Sub-subcontractor at closing, that contractor's bid shall not be released to the General / Mechanical Contractor(s) and shall be returned unopened.
- 4.6.4 Number Not Used
- 4.7 **RULES – WITHDRAWAL OF TENDERS**
- 4.7.1 Up to 48 hours (two working days) after the subcontractor closing time, subcontractors may, by advising the SBDI Authority, withdraw their tender and have their Bid Bond or Certified Cheque returned.
- Sub-subcontractors may withdraw their tenders up to 4 hours prior to closing of Subcontractors' tenders, with the same procedure as for Subcontractors above.
- 4.7.2 Subcontractors / Sub-subcontractors who withdraw their bids shall:
1. Deliver a letter of withdrawal and applicable fees + GST to any SBDI Delivery Branch. The SBDI Delivery Branch will advise the SBDI Authority of the withdrawal.
  2. Where there is no SBDI Delivery Branch, deliver the required letter of withdrawal and applicable fees + GST to a person of trust as designated by the SBDI Authority.
- 4.7.3 Upon payment of the withdrawal fee, the SBDI Authority will advise all General / Mechanical Contractors and the Tendering Authority of the withdrawal and confirm same in writing (see Appendix II – Fee Schedule).
- 4.7.4 Where a combined price is submitted, and the price for one Trade Scope section is withdrawn, the combined price must be withdrawn or if the combined price is withdrawn, at least one separate price must also be withdrawn.
- 4.7.5 When the single bid rule 4.9.1 or 4.9.2 has been applied, and a tender has been received through the Bid Depository which is subsequently withdrawn that bidder will be ineligible to re-bid that Trade Scope.
- 4.8 **RULES – PROCEDURES FOR GENERAL / MECHANICAL CONTRACTORS**
- 4.8.1 General Contractors should list with the SBDI Authority, at least 5 working days prior to the General Contractor closing and must indicate, at least 5 working days prior to their closing, if any, which scopes will be done by their OWN FORCES (see Appendix IX – Confirmation Letter).
- Mechanical Contractors should list with the SBDI Authority, at least 3 working days prior to the Mechanical Contractor closing and must indicate, at least 3 working days prior to their closing, if any, which scopes will be done by their OWN FORCES (see Appendix IX – Confirmation Letter).

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- 4.8.2 A General / Mechanical Contractor need not accept the lowest tender received, but shall not carry in their tender a designated Subcontractor / Sub-subcontractor's bid not properly received through the Bid Depository.
  - 4.8.3 If a duly listed General / Mechanical Contractor does not receive, through the Bid Depository, any bids for a particular trade, he is then free to obtain bids from outside sources for the particular trade.
  - 4.8.4 Each General / Mechanical Contractor is responsible for picking up their bids from the SBDI Authority.
  - 4.8.5 Where a General / Mechanical Contractor lists their own forces for the work to be performed, it is mandatory that he does the work with their own employees, or in the event he is unable to do so, at a later date, must use one of the Subcontractors / Sub-subcontractors who bid through the Bid Depository and must not call for bids from other sources. The General / Mechanical Contractor must use one of the Subcontractors / Sub-subcontractor's original prices as submitted through the Bid Depository.
  - 4.8.6 A withdrawn or disqualified bid will not be considered an originally submitted bid.
- 4.9 **RULES – SINGLE BIDS**
- 4.9.1 Where more than one General Contractor, who has notified the SBDI Authority in writing 5 working days prior to their bid closing of their intention to bid the project, receives a single bid, they may notify the SBDI Authority in writing at least 22 hours prior to the tender closing that they have received a single bid. Having received more than one such notice from qualified General Contractors, the SBDI Authority shall then notify all General Contractors accordingly. All General Contractors will then be free to seek and use other prices for that trade scope. The issuer of a single bid, if not accepted, shall be notified and shall have the opportunity to re-bid
  - 4.9.2 Where more than one Mechanical Contractor who has notified the SBDI Authority in writing 3 working days prior to their bid closing of their intention to bid the project, receives a single bid, they may notify the SBDI Authority in writing at least 2 hours prior to the tender closing that a single bid exists. Having received more than one such notice from qualified Mechanical Contractors, the SBDI Authority shall then notify all General Contractors accordingly. All Mechanical Contractors will then be free to seek and use other prices for that trade. The issuer of a single bid, if not accepted, shall be notified and shall have the opportunity to re-bid.
- 4.10 **RULES – SUCCESSFUL GENERAL / MECHANICAL CONTRACTOR**
- 4.10.1 When a General / Mechanical Contractor has been named officially, the SBDI Authority shall keep a copy of the bids for two years.
  - 4.10.2 Number Not Used
  - 4.10.3 Each Subcontractor or Sub-subcontractor whose bid, on a specific project, has been accepted by the SBDI Authority may examine the tabulated base tender prices submitted to the successful General / Mechanical Contractor for their scope only.
  - 4.10.4 No one is entitled to see the bids, except the members of the SBDI Authority Branch Management Committee investigating a complaint.

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## 4.11 RULES – P.C. SUMS, CASH ALLOWANCES AND/OR CONTINGENCY FUNDS

- 4.11.1 If P.C. Sums, Cash Allowances and/or Contingency Funds are referenced in the bid documents specification sections the Sub Contractor / Sub Subcontractor's shall include them in their tender.
- 4.11.2 If P.C. Sums, Cash Allowances and/or Contingency Funds are referenced in the bid documents specification sections and the General Conditions the Sub Contractor / Sub Subcontractor's shall include them in their tender.
- 4.11.3 If P.C. Sums, Cash Allowances and/or Contingency Funds are referenced in the general conditions only the Sub Contractor / Sub Subcontractor's shall not include them in their tender.

## 5.0 RULES – COMPLAINTS

- 5.1 In the event of a complaint, the members of the SBDI Authority Branch Management Committee or any official they designate may examine all tenders, envelopes or other documents relevant to the complaint.
- 5.2 Complaints concerning any irregularities of a Subcontractor bid shall be made up to 24 hours prior to General Contractor tender closing, or 4 hours after the Sub-subcontractor tender closing, confirmed in writing (see Appendix VII – Bidder Request Form), and accompanied with the appropriate administration fee (see Appendix II – Fee Schedule).
- 5.3 In the event that the Subcontractor / Sub-subcontractor lodging the complaint is located where a SBDI Branch does not exist, he may deliver the required letter and fees to a person of trust as designated by the SBDI Authority.
- 5.4 If possible the Subcontractor / Sub-subcontractor must be contacted and advised of the particulars of the complaint. Reasonable opportunity to make representations shall be given. Presentation in writing may be made to the SBDI Authority or their designate within the time frame available to the Committee.
- 5.5 Any representations made by the Subcontractor / Sub-subcontractor shall be considered along with the examination of all other relevant information under consideration by the SBDI Authority.
- 5.6 If the complaint is upheld and the Subcontractors' / Sub-subcontractors' bid is found to be in contravention of the SBDI User's Manual, the SBDI Authority may declare the tender to be disqualified. All SBDI Authority decisions on Federal Projects must be reviewed by representatives of the Federal Contracting Authority prior to the Management decision being implemented. The SBDI Authority shall notify the bidding General / Mechanical Contractors of the disqualified Subcontractor / Sub-subcontractor as soon as reasonably possible.
- 5.7 A General / Mechanical Contractor shall not enter into a contract with any Subcontractor / Sub-subcontractor whose tender has been disqualified or who has not submitted a tender through the Bid Depository in accordance with the SBDI User's Manual or who is found guilty by the SBDI Authority of contravening any provisions of the SBDI User's Manual.
- 5.8 Complaints against General Contractors will be considered at any time.
- 5.9 The General Contractor, against whom the complaint is made, shall be informed of the complaint with full particulars as soon as reasonably possible and shall have the right to make representations, either verbally or in writing, to the SBDI Authority.



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## 6.0 DISPUTES AFTER CLOSING

- 6.1 If, after contract award, Contractors cannot agree to the meaning or intent of the "Trade Scope Definitions" they may bring it to the SBDI Authority for a ruling.
- 6.2 The SBDI Authority will require, from all parties, a dispute adjudication fee (see Appendix II – Fee Schedule).
- 6.3 Rulings by the SBDI Authority, in respect to meaning or intent of the Trade Scope Definitions shall be final.
- 6.4 Requests for rulings on Trade Scope Definitions should be directed to the SBDI Authority. Requests must be, in writing, stating the problem and providing all relevant information including tender documents.
- 6.5 The SBDI Authority will not render a ruling unless the party making the request has notified all other parties involved and that all parties have agreed in writing to accept the ruling of the SBDI Authority.

## 7.0 RULES – PENALTIES

- 7.1 Any infraction of this SBDI User's Manual may result in the disqualification of a tender.
- 7.2 A Subcontractor / Sub-subcontractor whose tender has been declared disqualified, or whose tender has been found by the SBDI Authority to contravene any provisions of the SBDI User's Manual, or who has not submitted a tender through the Bid Depository, enters into a contract with a General / Mechanical Contractor, is liable to a minimum 30 days suspension from use of any of the SBDI branches.
- 7.3 A General / Mechanical Contractor who uses, within their tender, a bid from a Subcontractor / Sub-subcontractor after he has received notice from the SBDI Authority that such Subcontractors' / Sub-subcontractors' bid has been disqualified, or who uses, within their tender, a bid which was required through the Bid Depository and was not received through the Bid Depository, or who is found guilty by the SBDI Authority of contravening any provisions of the SBDI User's Manual, is liable to a minimum 30 days suspension from use of any of the SBDI branches.

## 8.0 RULES – SUSPENSIONS

- 8.1 When an SBDI Authority imposes a suspension on a Subcontractor / Sub-subcontractor or General Contractor, the SBDI Authority shall notify the Subcontractor / Sub-subcontractor or General Contractor of such suspension by delivery in person to the Contractor, or by sending as registered mail, a notice of suspension.
- 8.2 A notice of suspension shall be deemed to have been given or sent if given personally to the recipient Subcontractor / Sub-subcontractor or General Contractor or on the 3RD working day after the date on which it was mailed as registered mail.
- 8.3 A suspension shall commence on the day immediately following the expiry of the period in which to file an appeal (as per Rule 9.0) or on the day immediately following the date on which the Appeal Committee upholds or varies the terms of a suspension.
- 8.4 Where a Subcontractor / Sub-subcontractor or General Contractor has been suspended from use of any SBDI branch, then that suspension shall be applied to that Contractors' affiliated subsidiary holding and related companies as defined in the Business Corporations Act and to any firm, partnership, sole proprietorship or limited company which, in the opinion of the SBDI Authority appears to control or be controlled by the suspended Contractor.

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## 9.0 RULES – APPEALS

- 9.1 Any General Contractor, Subcontractor or Sub-subcontractor against whom a penalty has been imposed by the SBDI Authority, may appeal within 7 calendar days of having received notice of such penalty in writing to the Appeal Committee. The appellant must provide all relevant information including tender documents.
- 9.2 The Appeal Committee shall be appointed by the President, consisting of two General Contractors, two Subcontractors and the Chair of the SBDI.
- 9.3 Each request for an appeal hearing shall be accompanied by a cheque or money order payable to the Saskatchewan Bid Depository Inc; such sum to be refundable if the appellant is successful and the suspension is repealed by the Appeal Committee (see Appendix II – Fee Schedule).
- 9.4 Any Subcontractor / Sub-subcontractor or General Contractor who is appealing may appear in person on their own behalf or may be represented by counsel. He shall advise the Appeal Committee at the time of filing their appeal whether he will be represented by counsel or not.
- 9.5 Each appeal shall be dealt with as soon as is reasonably possible and the hearing date shall be fixed within 14 calendar days of the receipt of the appeal at the SBDI Head Office.
- 9.6 The Appeal Committee shall have access to all files, tender documents, contract documents and any other information relevant to the appeal.
- 9.7 The Appeal Committee has power to confirm, to vary or to dismiss any suspension imposed by the SBDI Authority and may order the reimbursement of any sum paid in advance to have the appeal heard.

## 10.0 FORMS

|  |               |         |
|--|---------------|---------|
| STANDARD TENDER FORM                                   | APPENDIX I    | .....19 |
| FEE SCHEDULE   | APPENDIX II   | .....20 |
| DECLARATION FORM                                       | APPENDIX III  | .....21 |
| TENDERING AUTHORITY ADDENDA CONFIRMATION               | APPENDIX IV   | .....22 |
| PROPOSED CHANGES TO<br>THE SBDI USER'S MANUAL          | APPENDIX V    | .....23 |
| BOUNDARY ZONE MAP                                      | APPENDIX VI   | .....24 |
| BIDDER REQUEST FORM                                    | APPENDIX VII  | .....25 |
| MISSED BIDDING LETTER                                  | APPENDIX VIII | .....26 |
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APPENDIX I

## STANDARD TENDER FORM

TENDER TO: \_\_\_\_\_

PROJECT: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

We are pleased to submit our tender for the following SBDI trade scope(s):

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

*Combined Price (if applicable)* \_\_\_\_\_ \$ \_\_\_\_\_

ALTERNATES, SEPARATE & UNIT PRICES  
(Use another sheet if necessary)

Deduct from Price

Add to Price

\_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

PC SUMS / CASH ALLOWANCES AND/OR CONTINGENCY FUNDS: \$ \_\_\_\_\_ INCLUDED.

This tender has been prepared using the following listed Sub-subcontractors (if applicable).

\_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_ - \_\_\_\_\_

For SBDI Rules regarding PST on First Nations projects please refer to rule 4.4.2 in the SBDI manual.

This tender is submitted in accordance with the tender documents and current SBDI User's Manual

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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## FEE SCHEDULE

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## APPENDIX II

| 1.0  | <u>FEES – ENVELOPES</u>  | <u>Member</u>  | <u>Non-Member</u> |
|------|--|--|-------------------|
|      | <u>SUBCONTRACTOR ENVELOPES</u>   |  |                   |
|      | Large Envelopes each   | \$ 20.00   | \$ 50.00          |
|      | Small Envelopes each   | \$ 1.00  | \$ 4.00           |
|      | <u>SUB-SUBCONTRACTOR ENVELOPES</u>   |  |                   |
|      | Large Envelopes each   | \$ 20.00   | \$ 50.00          |
|      | Small Envelopes each   | \$ 1.00  | \$ 4.00           |
| 2.0  | <u>FEE - BID PACKAGE PICK-UP FEES</u>  |  |                   |
|      | General Contractors  | \$ 40.00   | \$ 100.00         |
|      | Mechanical Contractors   | \$ 10.00   | \$ 40.00          |
| 3.0  | <u>BID DEPOSITORY MANUALS</u>  | \$ 10.00   | \$ 30.00          |
|      |  | <b>Free download at <a href="http://www.SBDI.ca">www.SBDI.ca</a></b> |                   |
| 4.0  | <u>FEES - WITHDRAWAL OF TENDER</u>   | One percent (1%) of tenders withdrawn                                |                   |
|      |  | Minimum Fee  | \$ 150.00         |
|      |  | Maximum Fee  | \$ 1,000.00       |
| 5.0  | <u>FEES – COMPLAINTS</u>   |  | \$ 75.00          |
|      | <u>ON SUBCONTRACTOR / SUB-SUBCONTRACTOR TENDERS</u>  |  |                   |
| 6.0  | <u>DISPUTES AFTER CLOSING</u> Fee required per party involved in the dispute.  |  | \$ 180.00         |
|      | The SBDI Authority has the discretion to refund any or all fees.   |  |                   |
| 7.0  | <u>MISSED BIDDING</u>  |  | \$ 20.00          |
|      | Missed bids are \$20.00 for the first and \$5.00 for each missed bid after that.<br>Charges for faxing service may vary from branch to branch. |  |                   |
| 8.0  | <u>APPEAL OF HEARING - RE: SUSPENSIONS</u>   |  | \$ 1,000.00       |
|      | Fee will be returned to the issuer should the appeal be successful.  |  |                   |
| 9.0  | <u>APPEAL OF SBDI AUTHORITY RULING</u>   |  | \$ 500.00         |
| 10.0 | <u>LATE BIDDER NOTIFICATION - FAILURE TO NOTIFY</u>  |  | \$ 250.00         |

NOTE: All fees are GST extra and must be made payable to the Saskatchewan Bid Depository Inc.

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## DECLARATION FORM Saskatchewan Bid Depository Inc.

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### APPENDIX III

DATE: \_\_\_\_\_ TENDER FOR PROJECT: \_\_\_\_\_

SBDI TRADE SCOPE(S): \_\_\_\_\_

#### AS REQUIRED BY THE REGULATIONS OF THE SASKATCHEWAN BID DEPOSITORY INC. WE STATE AS FOLLOWS:

- Since the total tender does not exceed \$40,000 no bid bond or certified cheque is enclosed.
- We enclose herewith a bid bond naming as OBLIGEE the:
  - Successful General Contractor
  - Successful Mechanical Contractor
- We enclose herewith a certified cheque for 10% of the tender amount payable to Saskatchewan Bid Depository Inc., \_\_\_\_\_ Branch.  
Total amount of cheque: \$\_\_\_\_\_.

#### THE BID BOND OR CERTIFIED CHEQUE SHALL BE HELD IN ESCROW AND DEALT WITH AS FOLLOWS:

- (1) In the event that our firm is not named on the tenders of the apparent three (3) low General / Mechanical Contractor, our Bid Bond or Certified Cheque shall be released five days after the date of the General Contractors' tender opening.
- (2) In the event that our firm is named on the tenders of the apparent three (3) low General / Mechanical Contractor, our firm agrees that our Certified Cheque or Bid Bond may be held for fifteen calendar days longer than the date set out in the general conditions of the specifications and/or the tender form for the acceptance of the General Contractors' proposal.
- (3) In the event that this tender is accepted and our firm enters into or offers to enter into a contract complying with the tender documents including accepted addenda and Trade Scope definitions with the successful General / Mechanical Contractor, then our Bid Bond or Certified Cheque shall be returned forthwith.
- (4) In the event that this tender is accepted within the time set out (as noted in 2 above) and then our firm declines, neglects or fails to enter into a contract with the successful General / Mechanical Contractor for the amount of our tender, or in the event that our firm fails to produce a performance bond if requested by the successful General Contractor / Mechanical Contractor and the General Contractor / Mechanical Contractor suffers damage attributed to such decline, neglect or failure, the SBDI Authority shall have the power on our behalf to settle the damage suffered by the General / Mechanical Contractor up to the amount of the security as follows:
  - a) In the case of a Certified Cheque, to determine the lesser of the amount between the non-performing bid and the amount of the bid replacing the non-performing bid, and the amount of the Certified Cheque, and pay this amount to the successful General / Mechanical Contractor. Payment of this amount to an aggrieved party does not prejudice that person's further right to enforce collection of damages over and above the amount of the Certified Cheque.
  - b) In the case of a Bid Bond, to deliver our Bid Bond to the successful General / Mechanical Contractor for his further action.
- (5) Upon acceptance of a contract by our firm and upon providing a performance bond, if requested, our Certified Cheque or Bid Bond shall be returned immediately.

**PERFORMANCE BOND:** If required by the successful General / Mechanical Contractor, our firm shall execute within 15 days a performance bond for 50% of our tender price to ensure full and satisfactory completion of the contract. The performance bond shall be submitted for approval to the General / Mechanical Contractor. The cost of the bond is to be borne by the General / Mechanical Contractor.

**DECLARATION:** I \_\_\_\_\_ of the city of \_\_\_\_\_ in the province of \_\_\_\_\_

do declare that I represent (name of Firm) \_\_\_\_\_ and, as such, I am the legal agent and have authority to sign for and on behalf of said firm for this purpose and have complete and personal knowledge of all contents referred to and I am authorized to make this declaration and submission. I declare and acknowledge that I am familiar with and understand the SBDI User's Manual, and I agree to adhere to and at all times be bound by those rules and regulations and the terms of this declaration. Further I agree, subject to any appeal which might be provided for in the SBDI User's Manual, to be bound by the reasonable decisions of the SBDI Authority regarding: compliance with the SBDI User's Manual and adjudication on disputes and complaints. The SBDI Authority may levy any and all sanctions and awards as the SBDI User's Manual prescribes. This declaration is applicable only to those General / Mechanical Contractors to whom we have submitted tenders on this project.

CHECK ONE:

- SUBCONTRACTOR TO GENERAL
- SUB-SUBCONTRACTOR TO MECHANICAL

MAILING ADDRESS OF FIRM:

\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF AUTHORIZED AGENT:

\_\_\_\_\_

PHONE

FAX

# User's Manual

APPENDIX IV

**SBDI**  
Saskatchewan Bid Depository Inc.  
contactus@sbdi.ca  
www.sbdi.ca

## TENDERING AUTHORITY ADDENDA CONFIRMATION

DATE: \_\_\_\_\_

NAME OF FIRM: \_\_\_\_\_ ATTENTION: \_\_\_\_\_

PROJECT: \_\_\_\_\_

SUBCONTRACTOR CLOSING DATE: \_\_\_\_\_

GENERAL CONTRACTOR CLOSING DATE: \_\_\_\_\_

With reference to the above project received at the SBDI, \_\_\_\_\_ Branch on \_\_\_\_\_, be advised that the final addenda will be accepted at our office no later than (2) working days before the Subcontractor closing date. The Subcontractor closing date for this project is \_\_\_\_\_, therefore the final date addenda will be accepted is \_\_\_\_\_. This is documented in Rule 4.1.4 of the SBDI User's Manual. If for a particular reason the two-day deadline cannot be met simply notify the SBDI Authority and extend the project closing date by the number of working days to comply.

Yours truly,

SASKATCHEWAN BID DEPOSITORY INC.  
BRANCH MANAGER

**PLEASE CONFIRM RECEIPT**

SASKATCHEWAN BID DEPOSITORY INC.  
BRANCHES:

# User's Manual

**SBDI**

Saskatchewan Bid Depository Inc.  
contactus@sbdi.ca  
www.sbdi.ca

APPENDIX V

## PROPOSED CHANGES TO THE SBDI USER'S MANUAL

RULE NUMBER: \_\_\_\_\_

TRADE SCOPE: \_\_\_\_\_

ITEM NUMBER: \_\_\_\_\_

PROPOSED CHANGE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TRADES AFFECTED BY THIS PROPOSED CHANGE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

\_\_\_\_\_

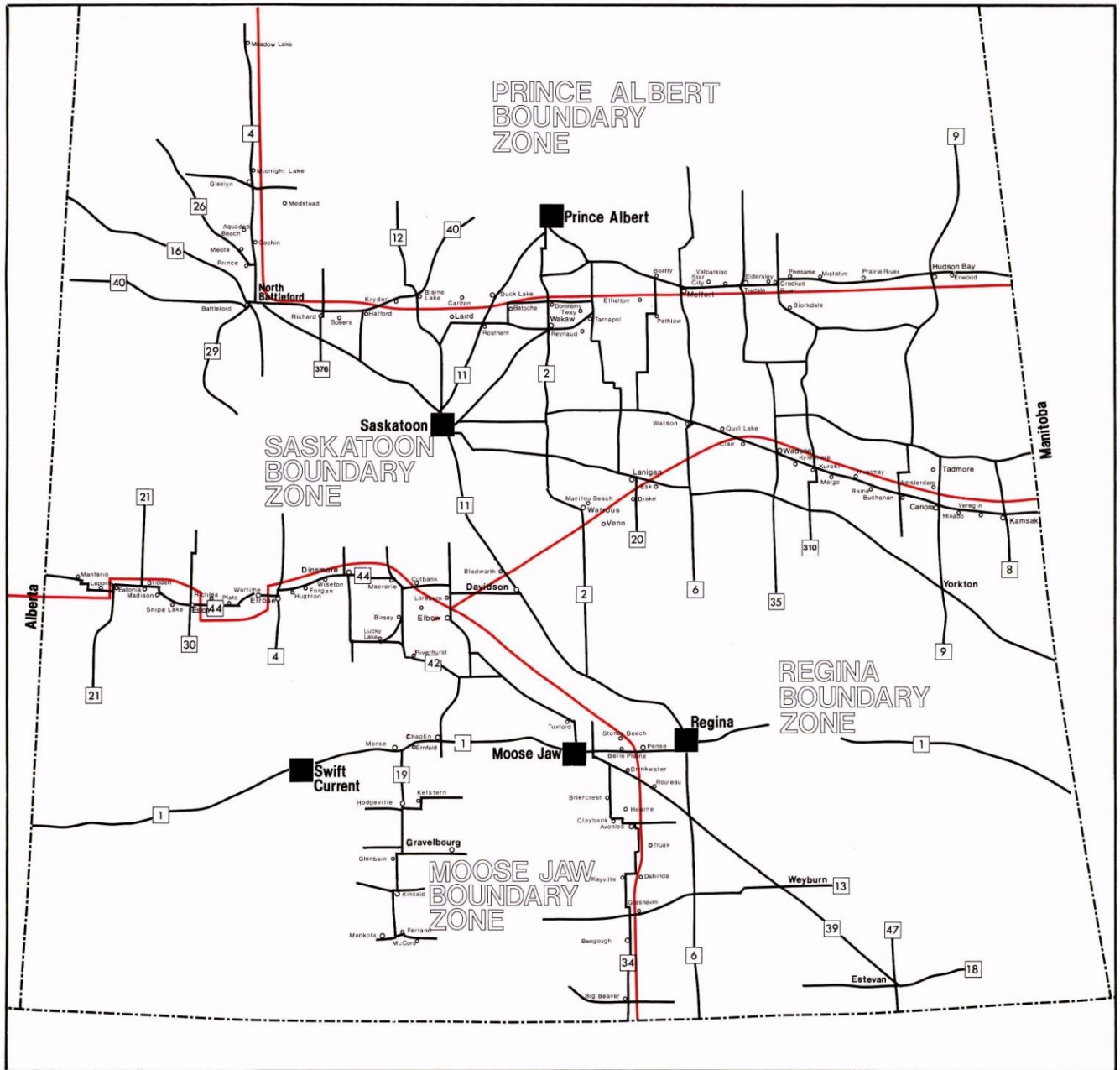
Refer to SBDI Rule 3.15.2

# User's Manual

APPENDIX VI

**SBDI**  
Saskatchewan Bid Depository Inc.  
contactus@sbdi.ca  
www.sbdi.ca

## BOUNDARY ZONE MAP



SASKATCHEWAN BID DEPOSITORY INC.



# User's Manual

**SBDI**

Saskatchewan Bid Depository Inc.  
contactus@sbdi.ca  
www.sbdi.ca

APPENDIX VII

## BIDDER REQUEST FORM

DATE: \_\_\_\_\_

NAME OF FIRM: \_\_\_\_\_ ATTENTION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROJECT: \_\_\_\_\_

GENERAL CONTRACTOR CLOSING DATE: \_\_\_\_\_

- PRE-TENDER RULING We require clarification to the SBDI User's Manual as follows:
- NOTWITHSTANDING CONDITION We wish to deviate from the SBDI User's Manual as follows:
- COMPLAINT We wish to file a complaint against (name of Firm) \_\_\_\_\_ as follows:  
SBDI complaint fee of \$\_\_\_\_\_ + GST is attached (see Appendix II – Fee Schedule).

SBDI rule(s) affected: \_\_\_\_\_

SBDI scope(s) affected: \_\_\_\_\_

Specification section(s) & item #'s affected: \_\_\_\_\_

Our request is: \_\_\_\_\_

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FOR SBDI AUTHORITY USE ONLY (actions, directions, etc.): \_\_\_\_\_

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DATE & TIME RECEIVED: \_\_\_\_\_

# User's Manual

**SBDI**

Saskatchewan Bid Depository Inc.  
contactus@sbdi.ca  
www.sbdi.ca

APPENDIX VIII

## MISSED BIDDING LETTER

NAME OF FIRM: \_\_\_\_\_

PROJECT ESTIMATOR/CONTACT: \_\_\_\_\_

We missed bidding to: \_\_\_\_\_  
(BLACK CONSTRUCTION - name of general or mechanical firm)

on PROJECT: \_\_\_\_\_

Please consider our bid addressed to: \_\_\_\_\_  
(WHITE CONSTRUCTION - name of general or mechanical already bid to)

as if it were submitted to: \_\_\_\_\_  
(BLACK CONSTRUCTION - name of general or mechanical firm)

This notice must be received not later than 4 hours prior to the General / Mechanical Contractor closing.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# User's Manual

APPENDIX IX

**SBDI**  
Saskatchewan Bid Depository Inc.  
contactus@sbdi.ca  
www.sbdi.ca

## GENERAL / MECHANICAL CONTRACTOR CONFIRMATION LETTER

NAME OF FIRM: \_\_\_\_\_

PROJECT ESTIMATOR/CONTACT: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

CLOSING DATE: \_\_\_\_\_

Please add us to your list of bidders on the above noted project. We will be bidding as a:

- GENERAL CONTRACTOR
- MECHANICAL CONTRACTOR

We will be using our own forces for the following SBDI trade scopes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Each General / Mechanical Contractor who intends to bid on a project should give notice in writing to the SBDI Authority of their intention to bid, General Contractor not less than 5 working days prior to the General Contractor closing and Mechanical Contractor not less than 3 working days prior to the Mechanical Contractor closing.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_