

# Appendix C

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TENDER INFORMATION

## Tender information

The front end of the tender documents should include general project information, terms and conditions, instructions, important information, and administrative requirements.

A tender information section provides bidders with an overview of the project and the documentation required as part of the tender submission. Items included:

- A primary subsection with a description of the works to be completed. This section should provide a clear and succinct overview of the project, including all the major design elements and the work involved with each item. For example:  
*“Construction activities will include, but are not limited to, excavation and removal of existing medians, light standards, electrical networks, curbs, piping, catch basins, maintenance holes, asphalt, etc.”*
- Information related to the delivery and opening of tenders including the location, receiving representative, date, and time.
- Important contractual information (e.g. specific testing requirements, approval requirements, geotechnical investigations, soil disposal requirements and addendums).
- Project schedule, work days allotted and the timing of the tender acceptance period.
- Forms and sections to be completed (e.g. bonding, agreements, tender deposit, proof of ability and sub-contractors).
- Reasons or causes for tender acceptance or rejection.

- Work Place Safety and Insurance Board and Occupation Health and Safety Act clauses (OPSS).
- Site investigation requirements.

The goal of tenders is to obtain bid offers similar to the engineering cost estimate. Sometimes bids come in that exceed engineering cost estimates. Several factors can cause bid offers that are higher than expected:

- Unclear and unorganized tenders
- Missing information
- Insufficient time for tenderer to review the document
- Underestimation of construction costs

Tender documents can often be confusing for bidders. Including a tenderer’s checklist ensures the required tender information is included with the submissions. This checklist often precedes the tender information section. Table 1 gives an example of a tenderer’s checklist.

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*Provide a minimum of two weeks from the time tenders are released to their submission date. Providing sufficient time for bidders to fully understand the project details increases the likelihood that bid results will be close to what you expected.*

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## Form of tender

The form of tender is a critical element for tender documents. The form of tender details the offer of the tenderer to complete the construction works. A Schedule of Items and Prices accompanies the form of tender.

Prior to the release of the tender documents, the design consultant completes the estimated quantities for each item. It is the tenderer’s responsibility to associate a unit price to each work item.

Additional information that the tenderer must complete may include:

- Unforeseen contingency allowance
- Proof of contractor and sub-contractor’s ability
- List of proposed sub-contractors
- Agreement to bond

## Schedule of Items

The Schedule of Items details the individual work items, the specification number (if applicable), estimated quantities, and tenderer’s unit prices. Estimated quantities can appear in any measurable form (volumetric, area, linear meter, lump sum, or per item). Table 2 is a typical example of a Schedule of Items.

**Table 1: Example tenderers checklist**

Before submitting your tender, check the following points:	Check
1. Has your tender been signed, sealed and witnessed?	<input type="radio"/>
2. Have you enclosed the Tender Deposit, i.e. certified cheque or bid bond? (whichever, is required by the Contract Documents).	<input type="radio"/>
3. Have you enclosed the Agreement to Bond, signed and sealed by your proposed Surety? (if applicable)	<input type="radio"/>
4. Have you completed all schedules and prices in the Form of Tender?	<input type="radio"/>
5. Have you included the contingency allowance in the Form of Tender?	<input type="radio"/>
6. Have you indicated the number of addenda included in the tender price?	<input type="radio"/>
7. Have you listed your sub-contractors? (if applicable)	<input type="radio"/>
8. Have you listed your experience in similar work? (if applicable)	<input type="radio"/>
9. Have you listed your senior staff? (if applicable)	<input type="radio"/>
10. Are the documents complete?	<input type="radio"/>

**Table 2: Format and details of a typical Schedule of Items**

Item No.	Spec No.	Item Description	Unit	Est'd Qty	Unit Price	Amount
C1	OPSS206 OPSS180 SP		m3			

### Unforeseen contingency allowance

All tenders have contingency allowances for additional or unforeseen activities that arise during construction. The contingency amount is usually a percentage of the total contract amount. The project manager usually sets the contingency percentage. This amount appears as a line item within the Schedule of Items.

Additional and extra works refers to activities beyond the requirements outlined in the original tender. They are typically related to the Schedule of Items and thus associated unit prices for labour, materials, and equipment are already established. For example, if the project requires an additional sedimentation fence that is beyond the estimated quantities of the tender, you may negotiate the installation work if the contractor is using the tendered unit price.

The cost of additional work is calculated on a time and material basis. These unit prices must include the actual cost of wages and salaries paid by the contractor to employees working on the project. The contractor should provide these

details. Table 3 provides typical information included as part of the unforeseen contingency allowance.

NOTE: It should be specified that any equipment used, listed or not listed in the section, may be subject to rates as specified in OPSS Form 127 which provides provincially accepted rental rates for construction equipment, including model and specification references.

### Proof of contractor and sub-contractor ability

The proof of contractor and sub-contractor ability is used to determine if the bidder is, in the opinion of the owner, qualified to adequately perform the work. Contractors should supply at least two or three past projects including the name, location, and date of the projects, descriptions, total value, and reference contact information. You might choose to request the same information of sub-contractors to evaluate their experience and qualifications.

### List of sub-contractors and suppliers

Tendering information may require the bidder to list the name of each proposed sub-contractor on a statement sheet. Information for each sub-contractor shall include the sub-contractor's company name, the supplied trade, and local address.

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*Request references for projects that include LID to ensure you select contractors experienced with LID construction*

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### Agreement to bond

Tendering information may include a bonding agreement in which case the contractor must provide a surety to agree to become bound to the owner for the bidder in a bond amount and type specified by the owner. The bonding agreement includes the name of the surety company, the authorized signature, and the seal.

**Table 3: Unforeseen contingency allowance information (if applicable)**

Item	Description	Unit	Unit Price
<b>Labour</b>			
Foreman		Hour	_____
Pipelayer		Hour	_____
<b>Equipment (Excluding Operator)</b>			
	Type and Size		
Hydraulic Backhoe	_____	Hour	_____
Front End Loader	_____	Hour	_____

**Form of Agreement**

Not to be mistaken for the Agreement to Bond or Form of Tender, the Form of Agreement details the legalities of the contractual agreement between the contractor and the owner. The owner’s legal department usually prepares this agreement.

**General conditions**

The contract general conditions should conform to the Ministry of Transportation’s OPSS for Roads and Public Works.

**Contract Documents**

Contract documents provide details of the works to be constructed and information related to the site conditions. This section should give potential bidders a complete understanding of the proposed design and an indication of working conditions onsite. Contract documents include:

- Design drawings
- Geotechnical investigation
- Soil analysis