

<b>Section: T</b>	<b>Policy Number: 2006/332</b>
<b>Department: All Departments</b>	<b>Effective Date: September 19, 2006</b>
<b>Subject: Validity of Tenders</b>	<b>Revision Date:</b>

### VALIDITY OF TENDERS

	<b>IRREGULARITY</b>	<b>RESPONSE</b>
1	Late bids.	Automatic rejection and not opened or read publicly.
2	Unsealed envelopes.	Automatic rejection.
3	Insufficient Financial Security (No Bid Security or agreement to bond or insufficient Bid bond or agreement to bond.	Automatic rejection.
4	Bids completed and/or signed in erasable medium.	Automatic rejection.
5	All required sections of Bid documents not completed.	Automatic rejection unless, in the consensual opinion of the Chief Administrative Officer, the Committee Chair and the Department Head in charge of the Bid Solicitation or designate, the incomplete nature is trivial or insignificant.
6	Qualified Bids (Bids qualified or restricted by an attached statement).	Automatic rejection unless, in the consensual opinion of the Chief Administrative Officer, the Committee Chair and the Department Head in charge of the Bid Solicitation or designate, the qualification or restriction is trivial or not significant.
7	Bids received on documents other than those provided or specified by the City.	Automatic rejection.
8	Bids containing minor obvious clerical errors.	48 hours to correct and initial errors.
9	Failure to execute Agreement to Bond (Surety Consent) or Bonding company corporate seal or signature missing from Agreement to Bond.	Automatic rejection.
10	Failure to execute Bid Bond by Bidder and Bonding Company.	Automatic rejection.
(a)	Corporate seal of the Bidder and Bonding Company, missing.	48 hours to correct.
11	Documents – Execution	
(a)	Corporate seal or signature missing; signatory's authority to bind the corporation or signature is missing.	48 hours to rectify.
(b)	Corporate seal and signature missing; signatory's authority to bind the corporation and signature missing.	Automatic rejection.

	<b>IRREGULARITY</b>	<b>RESPONSE</b>
12	Erasures, Overwriting or Strike-Outs which are not initialed:	
(a)	Uninitialled changes to the Tender documents, other than unit prices, which are trivial or not significant.	48 hours to initial. The determination of what constitutes trivial or insignificant uninitialled changes shall be made in the consensual opinion of the Chief Administrative Officer, the Committee Chair and the Department Head in charge of the Bid Solicitation or designate.
(b)	Unit prices in the Schedule of Prices have been changed but not initialed and the Contract totals are consistent with the price as changed.	48 hours to initial change in unit price. The determination of what constitutes trivial or significant uninitialled changes shall be made in the consensual opinion of the Chief Administrative Officer, the Committee Chair and the Department Head in charge of the Bid Solicitation or designate.
(c)	Unit prices in the Schedule of Prices which have been changed but not initialed and the Contract totals are inconsistent with the price as changed.	Automatic rejection.
13	Mathematical errors which are not consistent with unit prices.	48 hours to initial corrections as made by the Supplies and Services Division.
14	Documents, in which all necessary Addenda, which have financial implication, have not been acknowledged.	Automatic rejection.
15	Any other irregularities.	The Chief Administrative Officer, Department Head and Committee Chair, in charge of the Bid Solicitation or designate, acting in consensus shall have authority to waive other irregularities or grant 48 hours to initial such other irregularities which they jointly consider to be minor.