



Bid Irregularities

A bid irregularity is a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response.

ACTION TAKEN:

1. The Bid Review Committee shall be responsible for all action taken in dealing with bid irregularities, and acts in accordance with the nature of the irregularity.
2. The list of irregularities in this schedule should not be considered all-inclusive. The Bid Review Committee will review minor irregularities not listed and acting in consensus shall have authority to waive other irregularities or grant two (2) business days to initial such irregularities.
3. Where a submitter has been given notice of a specified time period to correct an irregularity, the submitter shall be deemed to be in default of the process and, where applicable, the bid deposit shall be forfeited if the correction is not made. The submission will be given no further consideration for award.
4. This Bid Irregularity List shall apply where the irregularity is with respect to a stated requirement of a Formal Call for Bid (RFQ, RFP and RFT) or Information Gathering Bid (RFEOI, RFI, RFSQ) and where the submission must be received on/before a specified date and time.

Bid Irregularities

ITEM	IRREGULARITY	ACTION Paper Bid	ACTION Electronic Bid
1	Late submissions	Automatic rejection	Automatic rejection
2	Failure to attend mandatory site visit	Automatic rejection	Automatic rejection
3	Partial Submissions (all items not in bid)	Acceptable only if Bid document allows for partial items to be bid on, otherwise it is an automatic rejection	Acceptable only if Bid document allows for partial items to be bid on, otherwise it is an automatic rejection
4	Multiple bids from the same Bidder, not identified as alternative or optional Bids and not subsequently the subject of withdrawal notices	Bid bearing the most recent date/time stamp considered the intended submission, and older Bids considered withdrawn and to be returned to Bidder	N/A
5	Conditional submissions (e.g. Submissions qualified based on a Bidder's Proponents condition or restricted by an appended statement)	Rejection unless, in the opinion of the Bid Review Committee, the qualification or restriction is minor and would not adversely affect an award decision and/or total price	Rejection unless, in the opinion of the Bid Review Committee, the qualification or restriction is minor and would not adversely affect an award decision and/or total price
6	Submissions containing minor obvious clerical errors that do not result in any ambiguity with respect to the overall submission and/or award decision	Two (2) business days to correct and initial errors	Two (2) business days to correct and initial errors
7	Submitter has not been previously qualified under a related pre-qualification process, where applicable	Automatic rejection	Automatic rejection
8	Bid submitted in non-original format	Automatic rejection	Automatic rejection
9	All mandatory sections of the document are not completed	Automatic rejection	Automatic rejection
10	Bid completed in pencil or any other erasable/modifiable medium	Automatic rejection	Automatic rejection
11	Bid Form not signed, electronic signature missing or authority to bind missing	Automatic rejection	Automatic rejection
12	Failure to acknowledge addendum(s)	Automatic rejection	Automatic rejection
13	Incomplete, illegible or obscure submissions or submissions which contain additions not called for, erasures, alterations, strike-out errors or irregularities of any kind that are immaterial	Two (2) business days to rectify if deemed immaterial by the Bid Review Committee	Two (2) business days to rectify if deemed immaterial by the Bid Review Committee
14	Submissions not in English	Automatic rejection	Automatic rejection

15	Submissions received on Call for Bid documents other than those provided by the Town	Automatic rejection	Automatic rejection
16	Alternate items provided in whole or in part	Automatic rejection unless Bid solicitation document permits alternative Bid	N/A
17	Pages requiring completion of information by Bidder/Proponent are missing and/or uploaded incorrectly	Automatic rejection	Automatic rejection
18	Bid Deposit (Bid Bond) not submitted/uploaded accurately with submission	Automatic rejection	Automatic rejection
19	Bid Deposit (Bid Bond) not in the acceptable form	Automatic rejection	Automatic rejection
20	Town is unable to verify authenticity of Bid Deposit (Bid Bond/Digital Bond)	Automatic rejection	Automatic rejection
21	Amount of Bid Deposit (Bid Bond) is incorrect and/or insufficient	Two (2) business days to rectify	Two (2) business days to rectify
22	Surety provided and/or Bidder's/Proponent's authorized signature missing for the Bid Bond	Two (2) business days to rectify	Two (2) business days to rectify
23	Effective period of Bid Bond is less than the irrevocable period stipulated in the Call for Bid document	Two (2) business days to rectify	Two (2) business days to rectify
24	Agreement to bond with the Town not submitted with submission or uploaded incorrectly	Automatic rejection	Automatic rejection
25	Agreement to bond amount is incorrect and/or insufficient	Two (2) business days to rectify	Two (2) business days to rectify
26	Surety provider and/or Bidder's/Proponent's authorized signature missing from Agreement to Bond	Two (2) business days to rectify	Two (2) business days to rectify
27	Failure to include the Schedule (s) of Items & Prices, Price Form, Unit Pricing, Lump Sum Pricing or Price Details, as may be applicable, for inclusion with the submission	Automatic rejection	Automatic rejection
28	Conditions placed by the Bidder/Proponent on the Total Contract Price	Automatic rejection	Automatic rejection
29	Pricing appears to be unbalanced to the extent that it would have a significant adverse effect to the Town if awarded	Automatic rejection	Automatic rejection
30	Failure to execute required bonding or financial security within the prescribed time period	Automatic rejection and Bid Deposit forfeited	Automatic rejection and Bid Deposit forfeited
31	Failure to execute a Contract Agreement within the prescribed time period	Rejection and Bid Deposit forfeited	Rejection and Bid Deposit forfeited
32	Failure to provide supporting documents, as specified within the bid document and within the prescribed time period	Automatic rejection and Bid Deposit forfeited	Automatic rejection and Bid Deposit forfeited