



KIRSTEN REITE  
ARCHITECTURE

**PROJECT:** Haida Gwaii Pharmacy Renovation Project

**DATE:** April 1<sup>st</sup>, 2025

**KRA project no.:** 2024-025

**ADDENDUM NO.3**

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This addendum is to be read with and constitutes part of the tender document.

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**Instructions:**

1. Amend your copy of the tender/quotation/proposal in accordance with the details below.

**Details of the Addendum:**

**Part 1 GENERAL**

**1.1 General**

- .1 This Addendum varies the Invitation to Tender Documents titled "HAIDA GWAII - HGH Pharmacy NAPRA Upgrade" dated March 5<sup>th</sup>, 2025.
- .2 This Addendum shall form part of the Contract Documents and is to be read, interpreted and coordinated with all other parts. The cost of all work contained herein shall be included in the Contract sum. The following revisions supersede the information contained in the original specifications and drawings issued for the above-named project.
- .3 This Addendum is eight (8) pages in total.

**1.2 Modifications to the Tender Set – Architectural**

Specifications

- .1 Section 00 21 13 Instructions to Bidders Part 2. Pre-Bid Inquiries – Refer to attached revised specification section.
  - a) **REVISE** tenders inquiries period to 4 working days before the bid closing time.
- .2 Section 00 21 13 Instructions to Bidders Part 3. Pre-Bid Site Visit – Refer to attached revised specification section.
  - a) **REVISE** date of optional in-person site visit for week of April 7<sup>th</sup>.
  - b) **REVISE** optional site visit attendance confirmation date to April 4<sup>th</sup> 4:00 pm PST.
  - c) **REVISE** optional site visit attendance confirmation contact to Bids&Tenders.

Attachments:

- Specifications Section 00 21 13 Instructions to Bidders (2025-03-31)



## **00 21 13 INSTRUCTIONS TO BIDDERS**

### **1. DOCUMENTS**

#### **1.1 DOCUMENTS**

- .1 Carefully examine the following information. Failure to follow these instructions may result in bid disqualification.
- .2 Project information:
  - .1 Project / Contract Name: \_\_\_\_\_
  - .2 Project / Contract No.: \_\_\_\_\_
  - .3 *Owner*: \_\_\_\_\_
  - .4 Project Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- .3 Examine the Bid Documents and promptly notify the person designated to receive inquiries of any perceived errors, omissions, conflicts or discrepancies in the Bid Documents.

#### **1.2 BID DOCUMENTS**

- (a) BCDC 2 - 2022, Part 1.1 Division 00 11 13 Advertisement for Bids;
- (b) BCDC 2 - 2022, Part 1.1 Division 00 21 13 Instructions to Bidders; 00 73 16 Insurance Requirements; 00 73 63 Contract Security Requirements;
- (c) BCDC 2 - 2022, Part 1.1 Division 00 41 13 Bid Form and Appendices;
- (d) CCDC 2 - 2020, Articles of Agreement;
- (e) CCDC 2 - 2020, General Conditions;
- (f) BCDC 2 – 2022, Part 1.2 Supplementary Conditions;
- (g) BCDC 2 – 2022, Part 1.3 Project Specific Amendments, if any;
- (h) General Requirements;
- (i) Drawings and Specifications;
- (j) Appendices, if any;
- (k) Addenda.

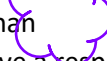
#### **1.3 CONTRACT DOCUMENTS**

- .1 Upon award of contract the Contract Documents consist only of (b) to (k) above. The *Owner* will prepare two copies of the Contract.



**2. PRE-BID INQUIRIES**

.1 Direct inquiries relating to Bid Documents, only to the *Consultant/Owner* at:

.2 Submit inquiries as early as possible in the bid period and not less than  Working Days before the bid closing time. Inquiries received after this time may not receive a response.

**3. PRE-BID SITE VISIT**

~~.1 There will not be a pre-bid site visit for the Project.~~

.2 There will be pre-bid site visit for the Project.

~~2.1 Mandatory Site Visit~~

~~Failure of a Bidder’s representative to attend and sign the attendance sheet will cause the Bid to be rejected as non-compliant.~~

2.2 Optional Site Visit

A pre-bid site visit has been scheduled for \_\_\_\_\_ local time on \_\_\_\_\_, 20\_\_\_\_. Attendees will meet at \_\_\_\_\_

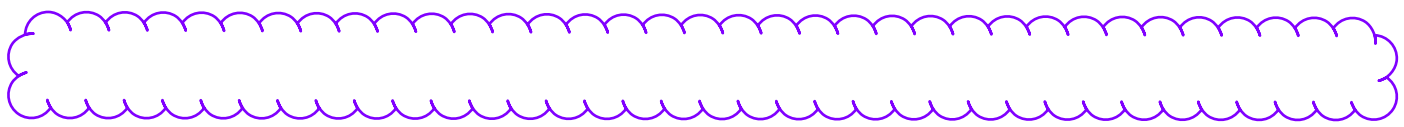
~~Bidders will be required to sign an attendance sheet during the meeting. Names of Bidders attending will be issued by addendum.~~

Issues arising from the pre-bid site visit will be addressed as required in an addendum to the Bid Documents. No meeting minutes will be issued. Bidders may not rely upon any information given verbally or otherwise at the pre-bid site visit and that is not confirmed by addendum.

Bidders visiting the Place of the Work must be accompanied at all times by a representative of the *Owner*.

Bidders visiting the Place of the Work must provide their own personal protective equipment.

2.3 *Owner* Requirements of Site Visit





#### **4. PARTICULARS AFFECTING BID PRICE**

##### **4.1 MATERIALS**

- .1 Establish the Bid Price based on the use of materials specified in Drawings and Specifications.
- .2 Proposed substitutions to materials specified will be considered during the bidding period only if full descriptive data are submitted in writing to the *Consultant/Owner* at least Working Days before the bid closing date.
- .3 Approved substitutions will be incorporated in the Drawings and Specifications by issuance of an Addendum.

##### **4.2 CONDITIONS RELATED TO THE WORK**

- .1 Become familiar with the site and existing conditions prior to submitting a bid and make allowances for conditions related to the Work.
- .2 Claims for an increase in Contract Price or Contract Time arising from observable conditions will be rejected by the *Owner*.

##### **4.3 TAXES**

- .1 Include in bid price all taxes and customs duties in effect at the time of the bid closing, except for Value Added Taxes as defined in the CCDC standard form of contract.

#### **5. ADDENDA**

- .1 Addenda may be issued to modify the Bid Documents in response to Bidder inquiries or as may be considered necessary.
- .2 All addenda issued during the bid period will become part of the Bid Documents.
- .3 No addenda will be issued later than 3 Working Days before the bid closing time, unless absolutely necessary.
- .4 Each Bidder must ascertain before bid submission that it has received all addenda issued during the bid period and must indicate the addendum number(s) of all addenda received with their bid submission.

#### **6. INTERPRETATION AND MODIFICATION OF BID DOCUMENTS**

1. If an inquiry requires an interpretation or modification of the Bid Documents, the response to that inquiry will be issued in the form of a written Addendum only, to ensure that all Bidders base their bids on the same information.
2. Replies to inquiries or interpretations or modifications of the Bid Documents made by e-mail, verbally, or in any manner other than a written Addendum, will not form part of the Bid Documents and will not be binding.



## 7. BID DEPOSITORY

.1 This Project will not use BidCentral Online Bidding for Subcontractors (“BOBS”), a bid depository system.

~~.2 This Project will use BidCentral Online Bidding for Subcontractors (“BOBS”), a bid depository system.~~

~~2a. The following subcontractors must submit their bid through BOBS and provide bonding per the Rules of Procedure (“Rules”):~~

~~2b. The following subcontractors must submit their bid through BOBS and do not require bonding:~~

~~.1 The date and time for the BOBS closing will be not less than two (2) working days prior to General Contractor bid closing and up to 3:00 PM on the date specified, subject to the Rules.~~

~~.2 The Rules of Procedure for BOBS, in force at the bid closing time, will apply.~~

~~.3 Subcontractors listed must submit their bids through BOBS via the specified method as defined in BidCentral (<https://www.bidcentral.ca/online-bidding-for-subcontractors/>).~~

~~.4 Where stipulated in section 2a, BOBS requirements in the Project Documents, and as required under the Rules, the subcontractor must provide a bond. Such bond must conform to the requirements of the Rules.~~

~~.5 General Contractors must confirm their Intention to Bid no later than two (2) Working Days (to the hour) prior to the BOBS closing date and time as per the requirements in the Rules for BOBS.~~

~~.6 Notwithstanding the requirements for exclusion of work contained in the Rules, ensure all Work described in the Bid Documents is included in the Bid Price.~~

~~.7 Where required by 2a and when requested to do so the Bidder agrees to provide the Owner with proof of Subcontractor bonds within ten (10) Working Days of Contract award.~~

~~.8 Only General Contractor Bids which list Trade Contractor Bids submitted in accordance with the Rules of Procedure for BOBS for those sections or divisions specified, will be subject to a recommendation of acceptance from the Bid Calling Authority to the Owner and any others will be rejected.~~



## **□ Bid Submission: ONLINE BIDDING SYSTEM SUBMISSIONS**

### **8E. COMPLETION OF BID FORM**

- .1 All Bidders should familiarize themselves regarding online bidding requirements relating to system failure, functionality of the online system, Exclusion of Liability, Terms and Conditions for Online Bidding and Privacy Policy.
- .2 Bidders must complete the bid on the Bid Form included in the Online Bidding System and execute in accordance with provisions of Clause 9E of the Instructions to Bidders - EXECUTION OF THE BID.
- .3 If required, state the number of weeks within which the Bidder will achieve *Ready-for-Takeover*.
- .4 If required, indicate receipt of Addenda.

### **9E. EXECUTION OF THE BID**

- .1 Execute the Bid Form by the method of the Bidder's identification and authentication as designated in the On-line Bidding System.

### **10E. DELIVERY OF THE BID**

- .1 All Bids must be submitted through the On-line Bidding System not later than the date and time specified for the On-line Bidding System closing. Bids submitted after On-line Bidding System closing time will not be allowed by the On-line Bidding System.
- .2 The time as indicated on the On-line Bidding System will be the official time for the On-line Bidding System closing.
- .3 The *Owner* is neither liable nor responsible for costs incurred by Bidders in the preparation, submission or presentation of the bid. Bidders will be required to accept on-line the Terms and Conditions of the On-line Bidding System in Clause 13.2 Terms and Conditions.
- .4 Bid documents become the property of the *Owner*.

### **11E. BID MODIFICATION AND WITHDRAWAL**

- .1 Bidders must comply with procedures for electronic bid modification and withdrawal established by the online bidding system.

### **12E. BID SECURITY REQUIREMENTS**

- .1 Digitally Verified Bid Bonds must be submitted through the online bidding system. Digitally verified Bid Bonds must be provided by the Bidder's Surety representative through one of the ebond providers assessed by the Surety Association of Canada. Bid Bonds must include a clearly legible signature and seal. The attachment by the Bidder of the Bid Bond with the on-line creates the lawful act of validating the bond by the Bidder.
- .2 Ensure the Bid Form is accompanied by a bid bond in the amount of ten percent (10%) of the Bid Price, Certified cheques and guaranteed letters of credit will **not** be accepted.
- .3 Ensure the bid bond is issued on a CCDC 220 Bid Bond form or other form approved by the Surety Association of Canada and issued by a Surety acceptable to the *Owner*.



- .4 If a successful Bidder declines to enter a Contract within the period set out in the Bid Form, or a further agreed period of time, the principal and surety will be required to pay to the *Owner* a sum equivalent to the difference between the principal's bid and the accepted bid or ten percent (10%) of the principal's bid, whichever is the lesser.
- .5 The bid bond must name the *Owner* as specified in the bid document as the obligee and must be signed, sealed, and dated by both Bidder and surety.

## **00 21 13 (con't) INSTRUCTION TO BIDDERS**

### **13. BID ACCEPTANCE**

- .1 The lowest or any bid will not necessarily be accepted.
- .2 The *Owner*, at its sole discretion, may accept or reject any or all of the Alternative Prices submitted in the Bid Documents. Alternative Prices will not be considered in determining the successful Bidder.
- .3 Alternative Prices listed in the Bid Documents will remain open for acceptance by the *Owner* for the period stated in the Bid Documents, from the time and date specified for closing of bids.
- .4 Bids which contain qualifying conditions or otherwise fail to conform to these Instructions to Bidders may, at the sole discretion of the *Owner*, be disqualified or rejected.
- .5 The *Owner* retains the separate right to waive minor irregularities in the Bid Form if such irregularities have not provided the Bidder with a competitive advantage.
- .6 In the event a single bid is received, the *Owner* may open the bid privately without reference to the Bidder. If the bid is opened and it is in excess of the *Owner's* budget, the *Owner* reserves the right to re-issue the Bid Documents for new public re-bid without revisions being made to the Bid Documents and without disclosing the single Bid Price. The *Owner* reserves the right to accept or reject a single bid.
- .7 The *Owner* has the right to enter into over-budget negotiations with the lowest compliant Bidder or a single Bidder, without cancellation of all bids or consideration to other Bidders, and to require that Bidder to negotiate with Subcontractors named on their Bid Form.

### **14. BID ACCEPTANCE PERIOD**

- .1 Bids will remain open to acceptance by the *Owner* and will be irrevocable until another Bidder enters into a contract with the *Owner* for performance of the Work or until expiry of the bid acceptance period stated in the Bid Form, whichever occurs first.
- .2 After bid closing and before expiry of the bid acceptance period stated in the Bid Form, the *Owner* may request all Bidders to agree to an extension of the originally specified bid acceptance period. In such case the bid acceptance period will be extended subject to the Bidder, whose bid the *Owner* wishes to accept, having agreed in writing to the extension.
- .3 Where the bidding for procurement of construction services for this project has a method where unofficial bid results are made available publicly after the bid closing time, and before expiry of the bid acceptance period stated in the Bid Form, the *Owner* may request all Bidders to agree to an extension of the originally specified bid acceptance period. In such case, the bid acceptance period will be extended, subject to the lowest compliant Bidder having agreed in writing to the extension.



**15. WORKSAFE BC LETTER**

- .1 After bid closing, upon request, the lowest compliant Bidder agrees to provide a WORKSAFE BC Letter of Good Standing within forty-eight (48) hours.

END OF SECTION