COBEQUID HOUSING AUTHORITY

INSTRUCTIONS TO BIDDERS

PROVISION OF SERVICES - BULK SUM

1 BID CLOSING

Bids addressed and delivered to the Authority, will be received at the Bid Closing Address up to the Bid Closing Date and Time as shown on Page 1 of the Bid and Agreement.

2 BID FORM

One copy of the Bid shall be submitted on the Bid and Agreement Form provided by the Authority. All spaces on the form must be filled in completely and correctly. Signatures are to be those of authorized signing officers and are to be witnessed.

The completed form shall be without interlineation, alterations, or erasures.

3 RIGHT TO REJECT

The right to reject any or all Bids or to accept any Bid deemed most satisfactory is reserved by the Authority. The Authority reserves the right to waive any informality in any or all Bids.

Documentation (WCB and Liability Insurance, etc) not submitted to CHA by the successful bidder within seven (7) calendar days from the date requested may result in the bid submission being rejected.

4 RECEIPT OF BIDS

.1 A Bid submitted by facsimile or email will NOT be accepted.

.2 Bids delivered to the Bid Closing Address must be in a sealed envelope marked "Bid" and bear the name of the bidder and the "Description of Services".

5 MODIFICATIONS TO BIDS

Modifications received by telephone or fax shall not be considered.

6 EXISTING CONDITIONS

The Bidder shall familiarize himself/herself with all locations where the work is to be carried out and will be deemed to have informed himself/herself of all existing conditions and limitations.

7 CONSTRUCTION SAFETY

Prior to contract award, the successful bidder must provide a Certificate of Recognition issued jointly by the Workers' Compensation Board of Nova Scotia and an occupational health and safety organization approved by the Workers' Compensation Board of Nova Scotia.

8 CAPABILITY

The Authority may require of any Bidder, proof of financial and technical capability to undertake the work for which its Bid is submitted

9 COMMUNICATIONS

.1 The Project Manager for this contract is Paul Dauphinee, Maintenance Supervisor.

.2 All inquiries shall be directed to the Project Manager Paul Dauphinee at (902) 890-8168 phone or email Paul.Dauphinee@novascotia.ca