

**GREATER VICTORIA
DIVISION 15 SUB-TRADE
BID DEPOSITORY**

RULES OF PROCEDURE

AND

SCOPE OF WORK

**GREATER VICTORIA
DIVISION 15
SUB-TRADE
BID DEPOSITORY
RULES OF PROCEDURE**

Questions About the Depository?

Call: 1-800-663-8473

revised 12 July 2010

1. NAME

The Greater Victoria Division 15 Bid Depository, hereinafter referred to as the Bid Depository.

2. PURVIEW

These Rules shall be utilized when the BCCA Bid Depository calls for a Greater Victoria area closing only.

3. ESTABLISHMENT AND PURPOSE

The Bid Depository is established by the Vancouver Island Sheet Metal Association and the Mechanical Contractors Association of BC. The Bid Depository the reception of sealed tenders from sub-contractors to ensure the sanctity of bidding and to enable those receiving their tenders to obtain firm quotations in writing and in adequate time to compile their bids completely and accurately. The system is designed to be in the best interest of owners, designers, and contractors.

4. RESPONSIBILITY

The use of this Bid Depository is intended to create a code of tendering practice in which All users voluntarily participate for their own benefit and at their own risk. Use of the Bid Depository constitutes an undertaking to comply with the provisions of the Rules of Procedure in effect at the time and shall be deemed to release the administrators, the Mechanical Contractors Association of British Columbia, the Vancouver Island Sheet Metal Association, the Construction Association of Victoria, each Bid Depository Management Committee, the Appeal Committee, and all employees or members of any of these committees, boards, and

associations from and against any and all liability for each and every decision or action taken pursuant to the Rules of Procedure.

5. SCOPE

The Bid Depository shall govern the sheet metal subtrade. The Sheet Metal Scope of Work shall be as defined in Appendix 'A'.

6. ADMINISTRATION

a) The administration of the Bid Depository shall be the responsibility of the Mechanical Contractors Association of British Columbia (hereinafter referred to as MCA-BC) located at 223, 3989 Henning Drive, Burnaby, BC V5C 6N5. All questions regarding the Depository should be addressed to MCA-BC at 604-205-5058 or 1-800-663-8473.

b) The Bid Depository shall receive bids at the offices of the Southern Vancouver Island Construction Association located at 1075 Alston Street Victoria V9A 3S6.

c) The hours of operation shall be as determined by the Administrator.

7. INCOME AND EXPENSES

The Bid Depository shall be financially self supporting through the sale of envelopes and the collection of fees. Expenses of operating the Bid Depository shall be shared equitably among the users. Subject to a review by the Joint Bid Depository Management Committee, the Administrator shall determine the share amount.

8. MANAGEMENT COMMITTEES

The Bid Depository will have a Management Committee for the following trade sections:

Mechanical

Sheet Metal

Each Management Committee will consist of a minimum of three members who shall be selected and appointed by the Association representing each trade. Each association shall appoint alternate members who shall be empowered and authorized to act in place and stead of the original member in the event such member is unable to take part for any reason whatsoever, in any proceeding before the Management Committee. A non-member of a Management Committee may be appointed as Secretary.

a) Each Committee shall be autonomous and their duties will be:

i) To investigate fully any alleged infraction of the Rules of Procedure or any complaints in their respective Bid Depository or any complaints related thereto and to recommend the suspension from use of the Depository of any Mechanical Contractor and/or Sheet Metal Contractor involved in an infraction to the Bid Depository Appeal Committee.

ii) To interpret all rules, regulations, and procedures contained in the Rules of Procedure, Scope of Work, and Tender Form provided that the Committee shall not have the right or the authority to change or alter the meaning of any rule, regulation, or procedure and such right of interpretation shall only be utilized to resolve ambiguous provisions;

iii) To issue special bidding instructions relating to one particular bid, if such instructions are necessary for the successful operation of that Bid Depository and provided they are agreed to by all parties concerned;

iv) To disqualify tenders, as provided hereinafter, no later than four (4) hours prior to the receiver's closing time of any tenders submitted through their respective sub-trade Bid Depository section. A tender will be disqualified in conformance with and in the manner prescribed in Section 19, if and only if, in the sole opinion of the management Committee, the tender contains separate or alternate prices not required by the Specifications and/or includes work specifically excluded or excludes work specifically included by the Sheet Metal scope of work. A decision to disqualify a tender shall be final and binding on all parties concerned and shall not be subject to review by the Bid Depository Appeal Committee.

b) A shareholder, director, officer, or employee of any individual partnership or corporation which is accused of a violation of the Rules of Procedure or which initiated complaint or objection, shall not serve as a member of the Management Committee convened to hear or rule on such violation, complaint, or objection.

c) Each of the contractors appealing to the Management Committee shall be entitled to appear at every hearing and to make whatever representations he so desires.

d) If all management committee members or alternates have tenders on a project about which a complaint has been made, one

bidder shall be permitted to withdraw his tender in order to hear the complaint.
e) The Bid Depository Administrator shall be empowered to act in place of the management committee only if the administrator is unable to contact the committee or if the committee is otherwise disqualified.

f) Any and all complaints, grievances, etc., arising in respect of any particular tender shall be handled by a Management Committee. When rulings or decisions are made by the Management Committee concerning any particular tender, the Secretary of the Management Committee shall forthwith confirm in writing such decision to the Joint Bid Depository Management Committee.

9. JOINT BID DEPOSITORY MANAGEMENT COMMITTEE

The Bid Depository will have a Joint Management Committee consisting of a minimum of three members who shall be selected and appointed by the Association representing each trade. Each association shall appoint alternate members who shall be empowered and authorized to act in place and stead of the original member in the event such member is unable to take part for any reason whatsoever, in any proceeding before the Joint Management Committee. A non-member may be appointed as Secretary.

a) The Joint Committee shall:

i) Review any alleged infraction of the Rules of Procedure, complaints or recommendations for suspension from use of the Depository of any Mechanical Contractor and/or Sheet Metal Contractor

ii) Interpret all rules, regulations, and procedures contained in the Rules of Procedure, Scope of Work, and Tender Form provided that the Joint Committee shall not have the right or the authority to change or alter the meaning of any rule, regulation, or procedure and such right of interpretation shall only be utilized to resolve ambiguous provisions;

iii) Undertake any duties or actions assigned to it by the Mechanical and Sheet Metal Management Committees.

10. BID DEPOSITORY APPEAL COMMITTEE

a) The Bid Depository Appeal Committee is to be made up of the Chair (or his appointed alternate) of each of the Management Committees. Each association shall appoint two additional members to sit on the committee. With the exception of subsection (h) below, a quorum shall consist of three (3) members, provided that in every case the Chair of the Mechanical Management Committee and the Chair of the Sheet Metal Management Committee or their alternates are present.

b) The Appeal Committee shall elect one of its members as Chair and the Chair shall be entitled to cast one vote, but, shall not be entitled to have a second or deciding vote in the event of a tie or deadlock. The Appeal Committee's Secretary shall be the Administrator of the Bid Depository.

c) Upon receiving from a Management Committee a recommendation to suspend a contractor, the Administrator of the Bid Depository shall forthwith call a meeting of the Appeal Committee for the purpose of enquiring into such alleged infraction or

complaint and for the purpose of either accepting, rejecting or amending the recommendation for suspension. Each contractor involved in such infraction or complaint shall receive not less than five (5) working days' written or faxed notice of such meeting.

d) Each contractor involved in such alleged infraction or complaint shall be entitled to appear before the Committee to make whatever representations he so desires.

e) The Appeal Committee shall have full right to determine the procedure to be followed by the Committee and by all persons appearing before the Committee in such hearings. The decision of the Appeal Committee shall be final and binding on all persons involved and the Committee shall be required to give written reasons for its decision.

f) The Appeal Committee may, on the decision to accept the recommendation for suspension, direct in writing, that the Bid Depository shall not be used by, for, or, in respect to the Contractor involved for such period or periods as it determines.

g) A shareholder, director, officer, or employee of any individual partnership or corporation which is accused of a violation of the Rules of Procedure/Scope of Work, or which initiated a complaint or objection, shall not serve as a member of an Appeal Committee convened to hear or to rule on such violation, complaint, or objection.

h) If all Appeal Committee members and alternates have tendered on a project about which a complaint has been made, one

bidder shall be permitted to withdraw his tender in order to hear the complaint.

11. TENDERING RULES

a) All contractors shall be entitled to submit to, or receive tenders from, the Bid Depository provided that in each case the contractor is not under suspension pursuant to these Rules of Procedure, and is not in arrears in the payment of any fees as provided for in these Rules of Procedure. Membership in any trade association shall not be required as a condition necessary to qualify any contractor for the use and benefit of the Bid Depository.

b) Contractors registered on a Bid Depository project shall submit and accept tenders only through the Bid Depository.

c) A sheet metal contractor shall enter into a sub-contract to perform the sub-trade work only with a mechanical contractor to whom he submitted a tender. A contractor receiving tenders shall make no special conditions after the tender's close which has the effect of circumventing this clause.

d) A contractor registered to receive tenders reserves the right to refuse any and/or all tenders addressed to him.

e) Tenders submitted by tendering firms must be in accordance with plans, specifications, scopes of work, and all addenda issued up to and including the time of the sheet metal closing. It is the tenderer's responsibility to check with the tendering authority to determine if any addenda have been issued. The tenderer always has the option of withdrawing his tender providing such withdrawal occurs no later than four (4)

hours prior to the closing time of the contractor to whom he has submitted his price. Time of issuing of addenda will be determined by reference to the date stamp imposed by the Construction Association of Victoria's Plan Room.

f) Tenders may not be altered or amended in any way after the Bid Depository closing time.

g) Projects, generally, shall be nominated to Bid Depository from the Plan Bulletins published by the Construction Association of Victoria.

12. TENDERED PRICE

a) The tendered price shall be the base bid price. All separate or alternate prices required by the specifications and scope of work shall be shown as deletions or additions as the specifications and scope of work require. On a job where strict adherence to this clause will cause difficulties, the respective Management Committee may issue special bidding instructions.

b) Contractors submitting tenders need not quote the same price to all contractors.

13. PROCEDURE FOR SUBMITTING TENDERS

a) All tenders must be submitted using one of the Bid Depository Official Tender Forms. The form must be signed and submitted in official envelopes obtained from the Bid Depository or it will not be accepted. See Appendix 'B' for an example.

b) Tenders are to be submitted in envelopes as follows:

i) A small yellow envelope which will contain a tender addressed to the recipient contractor; and

ii) A small grey and a blue envelope each containing a true copy of the above quotation which is left on deposit with the Bid Depository.

iii) One yellow, one grey, and one blue envelope must be deposited for each contractor who is to receive a bid. All of the above envelopes shall be sealed in a large white envelope which is to be delivered to the Bid Depository.

c) Sheet Metal contractors shall register their intent to bid at least 24 hours before they submit their tenders. Late registration is subject to a fee as determined by the Joint Bid Depository Management Committee.

d) Where a contractor has inadvertently failed to submit a tender to a contractor registered for such tenders, the former may request that the Bid Depository prepare a tender on his behalf by faxing the following written instructions:

Please open the grey
envelope addressed to _____
and submit a copy of its
contents to _____

Such instruction shall be received at least three (3) hours prior to the closing of tenders for the contractor to whom such tenders are addressed. Mechanical contractors receiving such tenders shall acknowledge the receipt of such tenders in writing or by facsimile to the Bid Depository. Contractors requesting this special service may be subject to a special

assessment and shall be so advised by the Administrator, prior to the agreement to provide this service.

14. PROCEDURE TO RECEIVE TENDERS

a) A contractor who wishes to receive sheet metal tenders shall register to receive tenders 24 hours prior to the tender's closing time. Contractors may register by phone, followed by fax confirmation or letter.

b) The contractor requesting tenders shall advise the Bid Depository that he will pick up the tenders addressed to him or that he will provide other instructions for their disposition.

c) A contractor who has failed to register to receive tenders 24 hours prior to the sheet metal closing time shall phone the Bid Depository and late register. The Bid Depository shall give the contractor a list of bidders for that trade. It becomes the responsibility of the contractor to solicit bids to be made on his behalf through the Bid Depository. Those contractors who wish to bid to this late registrant shall so advise the Bid Depository in writing or by fax to duplicate the bid (taken from the grey envelopes) addressed to a specific contractor. This bid shall be picked up immediately by the late registering contractor. This late registrant agrees to pay the sum of \$10.00 for each bid duplicated and must submit the money when picking up the envelopes. Late registration is subject to a fee as determined by the Bid Depository Appeal Committee.

15. CLOSING TIME FOR TENDERS

All tenders shall be received at the Bid Depository on or before twenty four (24)

hours of the working day prior to the stated time of the mechanical closing.

When no specific time is called for closing of the mechanical trade, it shall be considered to close at 3:00 PM of the working day prior to the general closing.

16. WITHDRAWAL OF TENDERS

a) Tenders may be withdrawn up to four (4) hours prior to the mechanical contractor's closing time, by written or faxed notification to the Bid Depository, to be followed, within 24 hours, by a written statement clearly outlining the reasons for withdrawal. It is the tendering contractor's responsibility to notify all contractors to whom he has submitted tenders of his decision to withdraw. Tenders remaining in the Bid Depository after this four (4) hour deadline must be honoured. Companies using the bid depository may only withdraw their tenders a maximum of three times in any one calendar year. Further withdrawals may result in suspension from the bid depository. All cases of withdrawal will be investigated and may be subject to an administrative fee.

b) For those jobs that do not have a fixed closing time for mechanical contractors to general contractors, tenders may be withdrawn up to 24 hours after the sub-trade closing time. It is the tendering contractor's responsibility to notify the Bid Depository and all contractors to whom he has submitted tenders of his decision to withdraw. A written statement clearly outlining the reasons for withdrawal must be sent to the Bid Depository within 24 hours of withdrawal. Tenders remaining in the Bid Depository after this 24 hours deadline must be honoured.

17. RECEPTION OF TENDERS

- a) All tender envelopes received by the Bid Depository shall be time-stamped.
- b) All bids deposited in the Bid Depository box, with the time recorded on the envelopes, become the property of the Bid Depository.

18. DISPOSITION OF ENVELOPES

- a) Immediately after the Bid Depository closing time, the tender box shall be opened with the yellow envelopes being made available to each addressee contractor. The grey and blue envelopes shall be checked against the yellow envelopes. The grey envelopes will be forwarded by courier to MCABC offices in Burnaby immediately after the closing. The blue envelopes will be retained by the Construction Association of Victoria until confirmation of their receipt by MCABC after which they may be destroyed. The grey envelopes will be kept unopened by the Bid Depository official and placed in a secure place. The large white envelopes may be destroyed.
- b) Out of town mechanical contractors may request that the Bid Depository open and fax the contents of the grey envelopes to their respective offices. This procedure may be subject to an administrative fee.
- c) The grey envelopes shall remain unopened until such time as the successful contractor has been selected, at which time the grey envelopes bearing his name shall be opened and the bids tabulated. At this point, any contractor who tendered to the selected contractor may examine the tabulation for his trade. No other person is entitled to see,

view or examine the tenders or the tabulation except persons specifically concerned with the investigation of violation or complaints.

- d) The bids addressed to the successful contractor shall be retained for one year after the sheet metal closing. All other envelopes and bids may be destroyed after six months have passed. In no case shall any bids be destroyed less than six months after the final disposition, by the appropriate committee or Board of Appeal, of any complaint or suspension arising in connection with any job.

- e) All undelivered yellow envelopes shall be returned to the tenderer after date of closing.

- f) The mechanical contractor will be deemed in receipt of all yellow envelopes and is responsible for payment of all attendant dispatch costs along with closing fees.

19. PROCEDURE FOR DISQUALIFYING TENDERS

- a) Any user of the Bid Depository who wishes to lodge a complaint alleging a violation must do so by fax or in writing addressed to the Administrator of the Bid Depository.
- b) A complaint may be made orally in an urgent matter subject to immediate confirmation in writing.
- c) Complaints must be lodged before 9:30 AM of the day following the close of the sheet metal tenders. Any complaints lodged after this deadline will not have the effect of disqualifying the tender, even if the complaint is found valid.

d) In the event that a complaint is lodged within the time frame for disqualification to be considered, the management committee of the trade involved is authorized to open the grey envelopes and to examine the tender and all other material relevant to the complaint.

e) The management committee or its designate shall make every reasonable effort to contact the contractor against whose tender the complaint has been filed. The contractor shall be advised of the complaint and he shall be given the opportunity to make representation (orally or in writing) to the management committee or its designate and this shall be considered along with all other items.

f) If the alleged violation is upheld and the tender is found to be in contravention of the Rules of Procedure/Scope of Work, the tender will be disqualified. The Bid Depository will notify all contractors to whom the tender was sent.

20. BONDING

a. Bonding rules apply only on jobs on which the owner calls for the prime contractor to supply either performance and/or labour and material payment bonds.

b. All deposited bids over \$200,000 are to be accompanied by a bid bond issued by a recognized indemnity company naming as obligee the successful mechanical contractor.

c. Where a bid bond is required, the successful sub-trade contractor shall provide the same bonds as those required by the prime contractor.

21. BONDING RULES

a. Notification from a Surety Company informing the Bid Depository of the issuance of and the number of a bid bond will be accepted on the condition that it is certified to have been received in the Bid Depository office before the prescribed Bid Depository closing time.

b. In order for the Administrator of the Bid Depository to determine that a bid bond is not required as explained in Rule 20a above, the bidder is required to notify the Bid Depository stating that his tender is below the amount of \$200,000. If no letter in lieu of bid bond or notification from a Surety Company, is received, as required, the tenders submitted shall not be released to the contractors and shall be returned by the Bid Depository after the closing.

c. The bid bond shall be in the amount of ten percent (10%) of tender price and not a dollar amount.

d. The bid bond is to ensure that the bidder will enter into a contract with the mechanical contractor, if his tender is accepted within the stipulated time limit.

e. Bonds shall be provided by the successful sub-trade at time of signing their contract with the mechanical and upon receipt of copies of the bonds provided by the mechanical contractor to the general contractor.

f. The costs of all bonds, as outlined above, when specified, are to be borne by the bidder.

g. Where bid bonds are required, they will be forwarded to the selected mechanical contractor.

22. CREDIBILITY

All users of the Bid Depository warrant that they are reputable firms, that they are

experienced in the work tendered, that they are financially and mechanically equipped and staffed to perform the work tendered or to sub-contract the work tendered to them, and, that they are able to and will satisfy all requirements of any and all Federal, Provincial and Municipal statutes and bylaws.

APPENDIX 'A'

SCOPE OF WORK: VENTILATION SUB-TRADE

INCLUSION AND EXCLUSION LIST

INCLUSIONS

1. Metallic and non metallic air handling duct work(including transite and vitrified pipe for air handling service);

2. Back Draft Dampers (where not specified as part of fan unit equipment);

3. Exhaust Fans;

4. Supply and Return Air Fans that do not contain water or steam coils;

5. Fire Dampers;

6. Balance Dampers;

7. Flexible connections to fan equipment;

8. Weather louvres;

9. Penthouses (Metal);

10. Gravity Ventilators;

11. Ridge Ventilators;

12. Roof Hoods;

13. Breechings and thimbles to match (Insulation to breeching not included);

14. "A" Vent Metal;

15 "C" Vent Connections;

16. "B" Venting;

17. Registers and Grilles;

18. Door Grilles (Supplies only);

19. Ceiling Diffusers;

20. Light Troffers and Hose (light fixtures by others);

21. Flexible Duct;

22. Duct Access Doors (Metal);

23. Access Doors to Fire and Balancing Dampers (Metal);

24. Air Filters (except where specified as part of unit);

25. Draft Gauges (except where specified as part of unit);

26. Sawdust Arrestors and Cyclones;

27. Air silencers (all remote units) not including units specified with fan unit;

28. Finished Painting, where specified for goods supplied by ventilation bid;

29. Protective Coatings (non-architectural finish);

APPENDIX 'A'

SCOPE OF WORK: VENTILATION SUB-TRADE

INCLUSION AND EXCLUSION LIST

INCLUSIONS(continued)

- 30. a) Internal, External Ducts & Plenum Insulation;
- b) Removal of Asbestos Materials Related to the Ventilation Section;
- 31. Duct Cleaning (if applicable);
- 32. Metallic Insulation protection of Duct work and Plenums;
- 33. Sheet Metal Lining and Baffling to Architectural Cabinets;
- 34. Grilles for Architectural Cabinets except where supplied with Units or with Radiation;
- 35. Location and size of openings required in structure for Duct work, Grilles, louvres, etc.;
- 36. Ducted Electric Unit Heaters;
- 37. Electric Hot Air Heating Coils;
- 38. Dual Duct Mixing Boxes;
- 39. Dry Terminal Units of the following types:
 - a) Mixing Units (Dampers)
 - b) Reheat Units for one or two duct systems, constant or variable volume
 - c) Pressure Reducing Air Valves
- d) Pneumatic Constant Volume Mixing Units
- e) Constant Volume Turbulators
- f) Electric Coils Integral with the Terminal Unit;
- 40. All field Fabricated Drain Pans for the Ventilation Systems;
- 41. Air to Air Heat Exchangers;
- 42. Make up air units;
- 43. All Hot Air Furnaces (excluding Piping);
- 44. Identification and labelling;
- 45. Gas fired heat only air handlers;
- 46. Gas fired heat only furnaces;
- 47. All dry air handling units;
- 48. Seismic and isolation restraints as detailed;
- 49. Trade clean up;
- 50. Hoisting for this scope.

APPENDIX 'A'

SCOPE OF WORK: VENTILATION SUB-TRADE

INCLUSION AND EXCLUSION LIST

EXCLUSIONS

1. Permits for venting;
2. Lined incinerator breechings and thimbles;
3. Chimney clean-out doors and frames;
4. Agricultural tile;
5. Thermal concrete used for duct insulation(zonolytic concrete);
6. Vapour barrier insulation not applied to duct or plenum;
7. Coil supports or hangers;
8. Concrete and masonry plenums and other concrete work;
9. Cutting, patching, excavations;
10. Setting of equipment supplied by others;
11. Electrical or control work;
12. Painting, except for the rime coating of hangers and brackets;
13. Supply of laboratory fume hoods and fume cabinets(unless requested in specifications);
14. Temporary power, light, water, heat, and sanitation;
15. Final clean-up;
16. Storage and handling of control dampers that are supplied by others;
17. Ventilation louvres(brick vents), not attached to ductwork wet in concrete masonry;
18. Grills and extension collars) installed in architectural woodwork and not indicated on mechanical drawings or specified in Division 15;
19. Sheet metal falshings to roofing membrane system, including sheet metal scuppers, etc.;
20. "Architectural Louvres" not attached to ductwork;
21. Installation of filter gauges that are supplied by others;
22. Metal drip trays under plumbing pipes;
23. Metal pipe enclosures in electrical vaults;
24. Packaged Air to Air, Air Conditioning Units;
25. Roof top units;

APPENDIX 'A'
SCOPE OF WORK: VENTILATION SUB-TRADE
INCLUSION AND EXCLUSION LIST

EXCLUSIONS (continued):

- | | |
|--|-------------------------------|
| 26. Split systems; | 32. Refrigeration insulation; |
| 27. Heat pumps; | 33. Permits; |
| 28. Control room air conditioning units; | 34. Start-up; |
| 29. DX Coils; | 35. Balancing and controls; |
| 30. Condensers; | 36. HST; |
| 31. Refrigeration piping; | 37. Variable Speed Drives. |

**GREATER VICTORIA VENTILATION CONTRACTORS
OFFICIAL BID DEPOSITORY TENDER FORM**

Date:		Project #	
Project Name:			
To:			
This tender is based on the drawings and specifications and all addenda and is in compliance with the Greater Victoria Bid Depository Rules of Procedure.			
BASE BID PRICE:			\$
SEPARATE OR ALTERNATE PRICES REQUIRED BY THE SPECIFICATIONS			
Clause #	Description	Deletions	Additions
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

Unless otherwise provided in the terms of the specifications or general conditions, delays in acceptance beyond 60 days may render this price subject to change.

This tender is automatically withdrawn in the event that the Bid Depository Committee rules that it is in contravention of the Bid Depository Rules of Procedure and Scope of Work and so notifies the above named recipient of tenders.

Name of Firm

Date

Signing Officer

GREATER VICTORIA DIVISIONS 15 SUBTRADE BID DEPOSITORY FEE SCHEDULE

1. All tenders must be submitted in official envelopes purchased from the Bid Depository:
 - Yellow envelopes which will contain a tender addressed to the requesting contractor at a cost of \$1.00 each;
 - Grey and blue envelopes, which will each contain a copy of the quotation, to be retained by the Bid Depository at a cost of \$1.00 per pair;
 - White envelopes, which will contain the yellow, blue, and grey envelopes, to be delivered to the Bid Depository at a cost of \$15.00 each.
2. Each Mechanical Contractor receiving bid depository tenders shall pay a closing fee of \$25.00 to the Bid Depository for each closing.
3. Standard tender forms are available to contractors from the Bid Depository, at a cost of 25 cents each.
4. Late Registration shall be subject to a fee of \$10.00.
5. Copies of the Greater Victoria Sub-Trade Bid Depository Rules of Procedure and Scope of Work are available from the Mechanical Contractors Association and from the offices of the Construction Association of Victoria at a cost of \$25.00 each.

**GREATER VICTORIA
DIVISION 15 SUB-TRADE BID DEPOSITORY**

BID DEPOSITORY

BONDING NOT REQUIRED NOTICE

In accordance with the Rules of Procedure, it is hereby certified by submission of this notice that the bid amount for the project outlined below is less than the amount of **Two Hundred Thousand Dollars(\$200,000.00)**.

Project Name: _____ Project Number: VP20__

Name of Bidding Firm: _____

Authorized Signing Officer: _____

Title:

Date: _____

Signature: _____

FAX TO MCABC : 1-604-205-5075

And

VICA : 250-388-5183

GREATER VICTORIA
DIVISION 15 SUB-TRADE BID DEPOSITORY

COPY

File: 42504

May 15, 1995

MEMO

TO: All Greater Victoria Bid Depository Users
FROM: Aryeh Meir
RE: Bid Depository Bonding: Date of Implementation and Procedure

Effective Date

The Bid Depository Management Committee has decided that effective **June 1, 1995** all bids over \$200,000 are to be bonded by a bid bond issued by a recognized surety company.

Procedure

a) Bids under \$200,000

If a bid is under \$200,000 the tendering contractor **must** notify the Depository(our fax number is 1-604-420-0127), prior to project's closing, stating that his tender is below \$200,000. A copy of a sample letter is attached.

b) Bids over \$200,000

If a bid is over \$200,000, your **surety company must** deliver to the Depository(our fax number is 1-604-420-0127), prior to the project's closing, a copy of the bid bond issued for the project. The bid bond itself is to be placed in a separate envelope, plainly marked as to content and also sealed within the large white envelope. It remains **your responsibility** as the bidding contractor to ensure that the Depository office in Burnaby receives the original bid bond.

IF NO BID BOND OR LETTER IN LIEU OF BID BOND IS RECEIVED BY THE DEPOSITORY OFFICE IN BURNABY (OUR FAX NUMBER IS 1-604-205-5075) BY THE PROJECT'S CLOSING TIME, YOUR TENDERS WILL NOT BE RELEASED AND SHALL BE RETURNED TO YOU AFTER CLOSING.



**MCABC GREATER VICTORIA
DIVISION 15 SUB-TRADE BID DEPOSITORY**

CONTRACTOR REGISTRATION FORM

ATTENTION: JANE ANDREW DATE: _____

PROJECT NAME: _____ No. VP20 _____

COMPANY: _____

CONTACT: _____

PHONE: _____ FAX: _____

Questions about the Depository? Call 1-800-663-8473 OR 604-205-5058

CONTRACTOR REGISTRATION: MUST BE RECEIVED BY THE BID DEPOSITORY AT LEAST 24 HOURS IN ADVANCE OF CLOSING

PLEASE CHECK APPROPRIATE LISTING:

- 1) ___ SHEET METAL BIDDING TO MECHANICAL
- 2) ___ MECHANICAL RECEIVING SHEET METAL
- 3) ___ MECHANICAL WITH SHEET METAL BY OWN FORCES

FAX TO MCABC: 1-604-205-5075