

**Thunder Bay District Health Unit (TBDHU)**  
**Finance Department**  
**Bid Irregularities**

Per purchasing Manual PUR-03-08

Bid irregularities will be dealt with as specified:

	<b>Irregularity</b>	<b>Response</b>
1.	Late bid	Automatic rejection and not open 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.	Bid completed and/or signed in erasable medium	Automatic rejection
5.	All required sections of Bid documents not completed	Automatic rejection
6.	Qualified Bids (Bids qualified or restricted by an attached statement)	Automatic rejection, unless in the opinion of the Manager of Finance, the qualification or restriction is trivial or not significant
7.	Bids received on documents other than those provided or specified by TBDHU	Automatic rejection, unless in the opinion of the Manager of Finance, the qualification or restriction is trivial or not significant
8.	Bid containing minor obvious clerical errors	48 hours to correct and initial errors
9.	Execution of Agreements to Bond (Performance Security) bonding company corporate seal or signature missing from agreement to bond	Automatic rejection
10.	Execution of Bid Bonds	
(a)	Corporate seal or signature of the bidder, or both, missing	48 hours to correct
(b)	Corporate seal or signature of bonding company missing	Automatic Rejection
11.	Other bid Security – Uncertified Cheques	Automatic Rejection
12.	Erasures, Overwrites or strike outs which are not initialed	
(a)	Un-initialled changes to the tender documents which are minor	48 hours to correct
(b)	Unit prices in the Schedule of prices have been changed, but not initialed and the contract totals are consistent with the price as amended	48 hours to correct
(c)	Unit prices in the Schedule of prices which have been changed but not initialed and the contract totals are not consistent with the price as amended	Automatic Rejection

	<b>Irregularity</b>	<b>Response</b>
(d)	Other mathematical errors, which are not consistent with the unit prices	48 hours to initial corrections
13.	Document in which all necessary addenda, which have financial implications have not been acknowledged	Automatic Rejection
14.	Failure to attend mandatory site visit/meeting	Automatic Rejection
15.	All required sections of the bid documents not completed	Automatic Rejection, unless in the opinion of the Manager of Finance, the incomplete nature is trivial or insignificant
16.	Any other irregularities	The Manager of Finance, and the Director, Corporate Services, or their designates, acting in consensus shall have the authority to waive other irregularities or grant 48 hours to initial such other irregularities, which they jointly consider minor.