

3.3 Summary

Table 3.3 Summary				
Item	Description	Major	Minor	Action
1.	Late bids for any reason.	X		Automatic rejection
2.	Bid Security (A Bid Bond and/or An Agreement to Bond/Surety’s Consent) not submitted with the bid when the bid request (or any addendum) indicated that such security is required.	X		Automatic rejection.
3.	Agreement to Bond Surety’s Consent: a. Bond company corporate seal or equivalent proof of authority to bind company or signature missing b. Surety company not licenced to do business in Ontario. c. Electronically verifiable/enforceable digital (e-Bond) format. d. Must identify the “Obligee” as “Kawartha Pine Ridge District School Board”.		X	Will provide the bidder an opportunity to rectify the deficiencies.
4.	Bid Bonds: a. Bond company corporate seal or equivalent proof of authority to bind company or signature missing. b. Surety company not licenced to do business in Ontario. c. Electronically verifiable/enforceable digital (e-Bond) format. d. Must identify the “Obligee” as “Kawartha Pine Ridge District School Board”.		X	Will provide the bidder an opportunity to rectify the deficiencies.
5.	Bid Bond and/or An Agreement to Bond/Surety’s Consent: Document incorrect (amount incorrect, document not certified or as requested).	X		Automatic rejection.
6.	Bidders not attending mandatory site meeting where required.	X		Automatic rejection.
7.	Bid received on documents other than those as provided or requested in bid document.	X		Automatic rejection.
8.	Proof of authority to bind is missing.	X		Automatic rejection.

9.	Bids containing minor clerical errors (i.e., unit prices do not match extension).		X	Will provide the bidder an opportunity to rectify the deficiencies.
10.	Alternate items bid.	X		Automatic rejection.
11.	Other mathematical errors which are not consistent with unit prices.		X	Will provide the bidder an opportunity to rectify the deficiencies.
12.	Required information or documentation missing.	X		Automatic rejection.
13.	Bid documents which suggest that the bidder has made a major mistake in calculations for bid.			Consultation with a solicitor on a case-by-case basis to determine response.

NOTE: The above list of irregularities should not be considered all-inclusive.