



**BRITISH COLUMBIA  
CONSTRUCTION ASSOCIATION**

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**RULES OF  
PROCEDURE FOR  
*BIDCENTRAL ONLINE*  
*BIDDING for*  
***SUBCONTRACTORS*****

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*Effective June 1, 2016*

**BRITISH COLUMBIA CONSTRUCTION ASSOCIATION**

***BIDCENTRAL ONLINE BIDDING for SUBCONTRACTORS***  
**RULES OF PROCEDURE**

To register for updates to these Rules, please complete this form and mail or fax it to the Regional Association where you purchased this document. (See [APPENDIX B](#) for addresses).

Updates to these Rules will be forwarded automatically.

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

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## **I DEFINITIONS**

**BRITISH COLUMBIA CONSTRUCTION ASSOCIATION  
(BCCA)**

**BIDCENTRAL ONLINE BIDDING FOR SUBCONTRACTORS RULES OF PROCEDURE**

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**I DEFINITIONS**

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**FOR THE PURPOSES OF THESE RULES:**

“**Administrator**” means the persons designated by the Regional Associations to administer the *BCCA’s BidCentral Online Bidding for Subcontractors Rules of Procedure*.

“**Alternate Price**” means the price for a substituted item or section of the work, to be added to or deducted from the Base Bid price.

“**Alternative Price**” means the price for a substituted item or section of the work or a price for an additional or deleted item or section of the work, to be added to or deducted from the Base Bid price.

“**BCCA**” means the British Columbia Construction Association.

“**Bid**” means a **Trade Contractor’s** on-line submission to the BidCentral Online Bidding for Subcontractors including all required and completed forms, bonds and documentation.

“**Bid Bond**” means a Bid Bond as issued by a licensed surety company authorized to transact the business of surety in the Province of British Columbia in the approved *BCCA No. 204 (February 15, 2013) BidCentral Online Bidding for Subcontractors Bid Bond* format and as required by the *Bid Bond* submission process in the *Bid Module*.

“**Bid Calling Authority**” means the *Owner* or the *Owner’s* agent designated the authority to issue *Project Documents* and receive GC Bids.

“**Bid Module**” is the instrument for the collection and disposition of *BidCentral Online Bidding for Subcontractors Bids* and related information displayed as an icon within the *On-line Planroom System* operated by the *Regional Associations* through their assigned service provider(s).

“**BidCentral Online Bidding for Subcontractors**” is the internet based electronic system for the collection and disposition of Bids operated by *BCCA* through its assigned service provider. *BidCentral Online Bidding for Subcontractors* is accessed through the *Bid Module* function of the *On-line Planroom System*.

“**Bidder**” means a person or entity who submits a *Bid* to a *General Contractor*.

“**Board**” means the Board of Directors of *BCCA*.

“**Clerical Error**” means minor irregularities in the completion of the bidding documents including but not limited to spelling or grammatical errors, provided that do not materially affect the *Bid*.

“**Close Through**” means *Trade Contractor Bids*, which are required to be submitted through the BCCA’s *BidCentral Online Bidding for Subcontractors*.

“**Conflict**” means a circumstance arising out of a variance or inconsistency of requirements between the *Project Documents* and these rules.

“**Decision**” means the determination of a complaint or an appeal filed pursuant to the procedures established by the *Provincial BidCentral Online Bidding for Subcontractors Committee*.

“**GC Bid**” means a *General Contractor’s* submission to the *Owner* including all required and completed envelopes, forms, appendices, bonds and documentation.

“**General Contractor**” means a *User* who receives *Trade Contractor Bids* or a contractor who submits a *GC Bid* to the *Owner*.

“**Local Construction Association Office**” means an office that is authorized to act on behalf of the Vancouver Regional Construction Association, The British Columbia Construction Association - North, the Southern Interior Construction Association or Vancouver Island Construction Association.

“**Named Bidder**” means a trade that is specified to be submitted through the British Columbia Construction Association’s *BidCentral Online Bidding for Subcontractors*.

“**On-line Planroom System**” is the internet based electronic system for the viewing and distribution of *Project Documents* operated by the *Regional Associations* through their assigned service provider(s).

“**Owner**” means a person or entity that, upon entering into a contract, is responsible for payment to the *General Contractor*.

“**Own Forces**” means the work performed by a *General Contractor* for a trade section or division specified to be a *BidCentral Online Bidding for Subcontractors* trade. The work of that trade will be carried out by the *General Contractor’s* own employees.

“**Provincial BidCentral Online Bidding for Subcontractors Committee**” means the Committee appointed by the BCCA Board of Directors.

“**Project Documents**” means the bidding and construction documents issued by the *Owner* or its agent including, but not limited to: instructions to bidders, the *GC Bid* form, the contract, supplementary conditions to the contract, drawings, specifications and addenda.

“**Regional Associations**” means the member associations of the BCCA, including the Vancouver Regional Construction Association (VRCA), the BC Construction Association - North (BCCAN), the Southern Interior Construction Association (SICA), and the Vancouver Island Construction Association (VICA).

“**Selected Bidder**” means a *Bidder* who is selected by a *General Contractor* through one of the selection processes set out in Rule III 4.C.(i).

“**Separate Price**” means a price for an additional or deleted item or section of the work, to be added to or deducted from the Base *Bid* price.

**“Single Bid”** means that a recipient of *BidCentral Online Bidding for Subcontractors Bids* has received only one *Bid* for a trade section and/or division specified to *Close through BCCA’s BidCentral Online Bidding for Subcontractors*. For the purposes of interpretation of these Rules and any *Project Documents* (except where *Project Documents* explicitly state otherwise), where a *Bid* for an individual trade section of work is part of combined *Bid*, then it is to be considered an individual *Bid* for that trade section.

**“Sub-Subcontractor”** means a Contractor who submits a *Bid* to a *Trade Contractor*

**“Sub - Subcontractors Bidding System”** means a system for the submission of bids by *Sub-Subcontractor* bidders bidding to *Trade Contractors*. Such a *Sub-Subcontractor Bidding System* operates within its own set of Rules of Procedure which are created and managed by independent parties. *BCCA or BidCentral Online Bidding for Subcontractors* accepts no responsibility or liability for the operation of a *Sub-Subcontractor Bidding System*.

**“Successful General Contractor”** means the Contractor to whom the *Owner* has awarded the contract.

**“Technical Error”** means minor irregularities of no particular importance arising merely from the way in which a particular rule is worded.

**“Trade Contractor”** means a Contractor who submits a *Bid* to a *General Contractor*.

**“Unit Price”** means prices for additional or deleted units of work.

**“User”** means any *Owner, Bid Calling Authority, Contractor, person, legal representative, partnership, firm, organization or association*.

**“Waived”** means to forgo the stipulated requirements of these Rules.

**“Working Day”** means any day of the week excluding Saturdays, Sundays and statutory holidays.

**“Written Notification”** means notification received in writing via delivery, mail, facsimile message, or *on-line notification*.



## **II ORGANIZATION, PURPOSES & AMENDMENTS**

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## II ORGANIZATION, PURPOSES & AMENDMENTS

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### 1. PURPOSE OF THE *BIDCENTRAL ONLINE BIDDING FOR SUBCONTRACTORS*

The *BidCentral Online Bidding for Subcontractors* (formally named the *BCCA Electronic Bidding System*) is a system for the reception of secured *Bids* from *Trade Contractors* to enable those receiving the *Bids* to obtain firm quotations in writing and in adequate time to compile their *GC Bids* completely and accurately.

This fair and equitable process is in the best interest of *Owners*, *Bid Calling Authorities* and *General* and *Trade Contractors*.

Flowing from this stated purpose is the requirement that *General Contractors* enter into contract with *Selected Bidder(s)* whose bids have been properly submitted and which will be used for sub-contract purposes. Following the submission of *General Contractor Bids*, substitution or replacement of such *Selected Bidder(s)* is subject to specific approval of the *Bid Calling Authority* and/or *Owner*, based upon valid reason or circumstances which were not reasonably evident or assessable prior to the close of *General Contractor Bids*.

The on-line system was developed to:

- Substantially reduce the potential for *Bidders* to submit non-compliant *Bids*.
- Have *General Contractors* receive the *Bids* in an efficient electronic format that allows a quicker more reliable method of analyzing the *Bids*.
- Reduce the impact on the environment by decreasing the use of paper and the carbon foot print from vehicles used to transport *Bids*.

### 2. CONDITIONS OF USE

Each *User* of any service or facility of *BidCentral Online Bidding for Subcontractors* shall, by such use, have agreed to be bound by and comply with all terms of the Rules of Procedure and all amendments thereto. *Users* further agree to comply with any and all sanctions or conditions imposed by the *Provincial BidCentral Online Bidding for Subcontractors Committee*.

*BidCentral Online Bidding for Subcontractors* may be used by all interested *Bidders* and *Bid Calling Authorities*, regardless of membership in any *Regional Association*.

### 3. ORGANIZATION

The British Columbia Construction Association shall establish the *Provincial BidCentral Online Bidding for Subcontractors Committee*.

The Committee shall consist of fifteen (15) members as appointed by the *BCCA* Board of Directors. Committee appointments shall be for periods of up to two (2) years and shall be staggered terms to ensure continuity.

The Committee shall consist of a Committee Chair, Vice-Chair, and thirteen (13) members.

The Committee will be responsible for:

- a) Recommendations to the *BCCA* Board of Directors regarding additions and/or amendments to the Rules of Procedure for BidCentral Online Bidding for Subcontractors.
- b) Determining procedures for reviewing and deciding complaints.
- c) Determining procedures for reviewing and deciding appeals.
- d) Determining procedures for the imposition and administration of disqualifications, sanctions and penalties.
- e) The designation of the *Administrators* to carry out such functions and responsibilities as determined by the *Provincial BidCentral Online Bidding for Subcontractors Committee*.
- f) Determining procedures for the selection of location, rules of conduct and procedural matters relating to processes arising out of these Rules.

#### **4. AMENDMENTS TO THE RULES OF PROCEDURE**

- A.** Any *User* may propose amendments to the Rules of Procedure provided that such proposals shall be made in writing to the *Provincial BidCentral Online Bidding for Subcontractors Committee*.
- B.** The *Provincial BidCentral Online Bidding for Subcontractors Committee* shall submit their recommendations for change to the Board of Directors for decision.
- C.** It shall be the responsibility of each *User* to ensure it is aware of all amendments to the Rules of Procedure for the *BidCentral Online Bidding for Subcontractors*.
- D.** [Rule Clarifications](#) may be issued from time to time from *BidCentral Online Bidding for Subcontractors*, which will be available to all interested parties, and such clarifications will form part of the Rules of Procedure for *BidCentral Online Bidding for Subcontractors*.

### **III RULES OF PROCEDURE**

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### III RULES OF PROCEDURE

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#### 1. BID CALLING AUTHORITY

##### A. Instructions to *Bidders*

Within the Instructions to *Bidders*, *Bid Calling Authorities* shall provide information as follows:

- (i) Specify that the *Trade Contractor Bids* shall close through *BCCA's BidCentral Online Bidding for Subcontractors* with bidding information available at a specified on-line location provided by *BCCA's BidCentral Online Bidding for Subcontractors*.
- (ii) Specify the date and time for the *BidCentral Online Bidding for Subcontractors* closing, not less than two (2) *working days* prior to *General Contractor* bid closing and up to 3:00 PM on the date specified. All times indicated shall refer to LOCAL TIME where the project is located. Accommodate for time zone variances where applicable. There should be no more than two (2) *working days* between the *BidCentral Online Bidding for Subcontractors* closing and the *General Contractors Bid* closing. Recommended schedule for closing is as follows:

<u>General Contractors' Closing Time</u>	<u>BidCentral Online Bidding for Subcontractors Closing Time</u>
3:00 pm Thursday	3:00 pm preceding Tuesday
3:00 pm Friday	3:00 pm preceding Wednesday
3:00 pm Monday	3:00 pm preceding Thursday

- (iii) List the trade sections or divisions of work and their corresponding numbers from within the specifications to which *BidCentral Online Bidding for Subcontractors* is to apply (the usual *BidCentral Online Bidding for Subcontractors* sections/divisions are as defined in Part G. of this section of the Rules), utilizing complete sections or divisions of work. The *Bid Calling Authority* shall ensure that all directly related trades are closed through *BidCentral Online Bidding for Subcontractors* (those trades which are related as required by *BidCentral Online Bidding for Subcontractors* are as defined in [Part G.](#) of this section of the Rules).
- (iv) Include a statement that *Bidders* must submit their bids for the specified trade sections or divisions of work in accordance with the current Rules of Procedure for the *BidCentral Online Bidding for Subcontractors*.
- (v) Include on the *GC Bid Form* a schedule listing the *BidCentral Online Bidding for Subcontractors* sections/divisions and a statement to *General Contractors* that only *General Contractor Bids (GC Bids)* which list *Trade Contractor Bids* submitted in accordance with the Rules of Procedure for *BidCentral Online Bidding for Subcontractors* for those sections or divisions specified, shall be subject to a recommendation of acceptance from the *Bid Calling Authority* to the *Owner* and that any others shall be rejected.

- (vi) After closing of *General Contractor Bids (GC Bids)*, a list of the *Named Bidders* will be made available to *BidCentral Online Bidding for Subcontractors* by the *Bid Calling Authority* or *Owner*. The list of *Named Bidders* from the three (3) lowest *General Contractor Bids (GC Bids)* shall be made available by the *Bid Calling Authority* or *Owner* within 48 hours of *General Contractors Bid* closing.

## **B. Alternative, Separate, Alternate and Unit Prices**

In order to obtain the submission of complete and correct *Bids*, the *Bid Calling Authorities* shall ensure that the required *alternative, separate, alternate* and *unit prices* are appropriately identified in one or more of the following locations:

- *General Contractors' Bid (GC Bid) Form*
- *Instructions to Bidders*
- *General Conditions*
- *Supplementary General Conditions*
- *General Requirements (Division 1)*

and the individual section(s) or division(s) of work.

## **C. Addenda**

To avoid occasions where Addenda are published at too late a date for *Bidders* to be notified through the medium of industry publications and on-line project information, the *Bid Calling Authorities* should not publish Addenda less than three (3) *working days* prior to closing in the case of trades covered by *BidCentral Online Bidding for Subcontractors*. Where Addenda are essential within a shorter time of closing, the time of *GC Bid* should be adjusted accordingly.

## **D. Priority of Documents**

In the event of a conflict within the *Project Documents*, the *Bid Calling Authority* will establish the priority of the drawings, specifications or addenda. The standard exclusions listed in [Appendix A](#) and any *Pre-Bid Interpretations* take precedence over all plans, specifications and addenda.

## **E. Fair Competition**

When bidding conditions arising out of a *Conflict* between these Rules and the *Project Documents* are created, such that the result of closing the specified trade sections or division through *BidCentral Online Bidding for Subcontractors* will result in an unfair bidding competition, then the right is reserved for the *Provincial Administrator* to request a clarification to be issued by way of an addendum or alternately issue a *Pre-Bid Interpretation* or to refuse to close either a particular section(s) or division(s) of work through *BidCentral Online Bidding for Subcontractors*.

## F. Pre-Bid Interpretations

In order to ensure consistent interpretation of the Rules of Procedure for BidCentral Online Bidding for Subcontractors and a common understanding of the required response for Bidders to a particular circumstance, the Administrator may, when appropriate, issue Pre-Bid Interpretations through BidCentral Online Bidding for Subcontractors. A request for a Pre-Bid Interpretation must be forwarded verbally or in writing to the Administrator no less than three (3) working days prior to the BidCentral Online Bidding for Subcontractors closing time. When a Pre-Bid Interpretation is issued, it should be available (except as noted herein) for all Users through BidCentral Online Bidding for Subcontractors no less than two (2) working days prior to the BidCentral Online Bidding for Subcontractors closing date. If deemed necessary and time permits, the Administrator may issue Pre-Bid Interpretations up to one (1) working day prior to Bid Closing. It is the User's responsibility to ensure that they have checked for and are aware of any Pre-Bid Interpretations that may have been issued. Pre-Bid Interpretations issued by the Administrator may interpret, clarify and/or inform (but are not necessarily limited to) the following:

- Clarify scope of work;
- Add the work of, or within, a related section to be included within another section, already specified to be included in BidCentral Online Bidding for Subcontractors;
- Add the work of a related section, allowing that work to be Bid individually as a section or combined with a section already specified for BidCentral Online Bidding for Subcontractors;
- Cancel BCCA's BidCentral Online Bidding for Subcontractors process for that project to meet the requirements of Rule 1.E.Fair Competition;
- Issue instructions for bidding procedures including the bidding of Alternative/ Separate/Alternate/Unit Prices.

## G. BidCentral Online Bidding for Subcontractors Sections/Divisions and Related Sections

**Note: The following sections are those which are related by the requirements of BidCentral Online Bidding for Subcontractors, however, actual specification content and construction assemblies may require deviations from the list. Section numbers are based on CSC/CSI MasterFormat 1995. For the requirements of MasterFormat 2004 refer to Rule Clarification 7.0.**

### LANDSCAPE RELATED SECTIONS

Section 02780	Unit Pavers
Section 02810	Lawn Sprinklers
Section 02905	Transplanting
Section 02910	Plant Preparation (including Top Soil)
Section 02920	Lawns and Grasses
Section 02930	Exterior Plants
Section 02935	Plant Maintenance
Section 02945	Planting Accessories

#### Note To Specifying Authority

Not usually included:  
Section 02830 Retaining Walls  
Section 12800 Interior Plants and Planters

## **ASPHALTIC CONCRETE (PAVING)**

Section 02740 Asphaltic Concrete (Paving)

## **CONCRETE REINFORCING STEEL**

Section 03200 Concrete Reinforcement

## **CONCRETE POST TENSIONING**

Section 03250 Post Tensioning

## **ARCHITECTURAL PRECAST CONCRETE**

Section 03400 Precast Concrete

### **Note To Specifying Authority**

Not usually included:  
Section 03470 Tilt-Up Precast  
Concrete

## **MASONRY RELATED SECTIONS (can also be specified as 'Division 4 Masonry')**

Section 04050 Masonry Procedures  
Section 04060 Mortar and Masonry Grout  
Section 04080 Masonry Reinforcement  
Section 04090 Masonry Assemblies—Loose  
Fill Insulation  
Section 04210 Brick Unit Masonry  
Section 04220 Concrete Unit Masonry  
Section 04270 Glass Unit Masonry

### **Note To Specifying Authority**

Specifications should also include instructions that masonry work includes related water repellants, cavity wall air barriers and cavity wall insulation

## **STEEL RELATED SECTIONS**

Section 05100 Structural Metal Framing  
Section 05210 Steel (Open Web) Joists  
Section 05300 Metal Decking  
Section 05310 Metal Composite Deck  
Assemblies  
Section 05500 Miscellaneous Metal/Metal  
Fabrications  
Section 05510 Steel Stairs and Ladders  
Section 05530 Metal Gratings (Catwalks and Stairs)

- Does not usually include Section 05410 Load Bearing Metal Studs - except as related to wall and ceiling work defined herein.
- Section 05310 Metal Composite Deck Assemblies ('Comflor') is also a Wall & Ceiling Related Section as defined herein.

## **ARCHITECTURAL WOODWORK RELATED SECTIONS**

Section 06200 Finish Carpentry  
Section 06400 Architectural Woodwork  
Section 06420 Plastic Laminate  
Section 06415 Countertops  
Section 12358 Laboratory Casework



**SPRAY APPLIED INSULATION**

Section 07215 Spray Applied Insulation

**SPRAYED FIREPROOFING**

Section 07810 Sprayed Fireproofing

**INSULATION AND VAPOUR BARRIERS**

See the WALL AND CEILING RELATED SECTIONS as defined herein.

**ROOFING RELATED SECTIONS**

- Section 07311 Asphalt Shingles
- Section 07317 Slate Shingles
- Section 07318 Cedar Shingles/Shakes
- Section 07323 Metal Roofing Tiles
- Section 07321 Clay Roofing Tiles
- Section 07322 Concrete Roofing Tiles
- Section 07510 Built Up Roofing (including insulation)
- Section 07540 Elastomeric/Thermoplastic Membrane Roofing (including insulation)
- Section 07550 Modified Bituminous Roofing (SBS Roofing) (including insulation)
- Section 07560 Fluid Applied Roofing
- Section 07620 Metal Flashings and Trim

**METAL CLADDING AND ROOFING**

Section 07410 Metal Roof & Wall Panels

**Note To Specifying Authority**

Specifications should include rigid insulation and air barriers behind metal roof and wall cladding.

**EXTERIOR WALL SYSTEMS RELATED SECTIONS**

Section 07460 Fibre Cement Siding, Panels and Soffits

**Note To Specifying Authority**

Fibre Cement Siding, Panels and Soffits is also a Wall and Ceiling related sections as defined herein.

**WOOD DOORS**

Section 08200 Wood and Plastic Doors  
Section 08210 Wood Doors

**Note To Specifying Authority**

Wood doors should only be included in Electronic Bidding System when they are required to be supplied and installed by the finishing carpenter as part of the architectural woodwork.

## **INDUSTRIAL DOOR RELATED SECTIONS**

Section 08330 Roller Shutter Industrial Doors  
Section 08360 Overhead (Industrial) Doors  
Section 08370 Vertical Lift (Industrial) Doors

## **WINDOW AND DOOR RELATED SECTIONS**

Section 08400 Aluminum Entrances and Storefronts  
Section 08450 All-Glass Entrances and Storefronts  
Section 08460 Automatic Doors  
Section 08520 Aluminum Windows  
Section 08560 Vinyl Windows  
Section 08600 Skylights (Metal Framed & Unit Skylights)  
Section 08800 Glass and Glazing  
Section 08900 Glazed Curtain Wall

### **Note To Specifying Authority**

Skylights are also sometimes specified as Section 07800.

### **Note To Specifying Authority**

Glass and Glazing would also include structural glass handrails and balustrades.

## **WALL & CEILING RELATED SECTIONS**

Section 05310 Metal Composite Deck Assemblies  
Section 05410 Load Bearing Metal Studs (Structural)  
Section 07210 Building Insulation  
Section 07212 Rigid Insulation (including Crawl Space Insulation)  
Section 07240 Exterior Insulation and Finish System  
Section 07260 Sheet Vapour Barrier  
Section 07460 Fibre Cement Siding, Panels and Soffits  
Section 09110 Metal Stud Systems  
Section 09130 Suspension Systems for Acoustic Ceiling  
Section 09205 Furring and Lathing  
Section 09210 Gypsum Plaster  
Section 09220 Cement Plaster and Stucco  
Section 09250 Gypsum Wallboard  
Section 09510 Acoustic Panels and Tiles  
Section 09545 Specialty Ceilings (including Metal Linear and Integrated Ceilings)  
Section 09810 Acoustical Baffles  
Section 09840 Acoustical Wall Treatment  
Section 09940 Sprayed Texture Ceiling & Wall Coatings  
Section 10615 Prefinished Demountable Partitions (including prefinished gypsum board)  
Section 13090 Radiation Protection

### **Note To Specifying Authority**

Batt & blanket insulation (including thermal & sound insulation) are sometimes called section 07213 and are a related trade.

### **Note To Specifying Authority**

- Cement Plaster systems should include the related air barrier membranes.
- Section 05310 Metal Composite Deck Assemblies ('Comflor') is also a Steel Related Section as defined herein.

## **TERRAZZO**

Section 09400 Terrazzo

## **FLOORING RELATED SECTIONS**

Section 09300	Tilework
Section 09640	Wood Flooring
Section 09650	Resilient Flooring
Section 09680	Carpeting

### **Note To Specifying Authority**

- Resilient Sheet Flooring is sometimes specified as Section 09652 and is a related section.
- Where sections for flooring may include proprietary products it is recommended that they be specified in a separate section. See also [Rule 3.c. \(xii\)](#)
- Fluid applied resilient flooring is not usually a related section.

## **PAINTING AND WALLCOVERING RELATED SECTIONS**

Section 07190	Water Repellant Coatings
Section 09720	Wall Coverings (including painted fibre glass wall covering)
Section 09960	High Build Glazed Coatings
Section 09962	Special Coatings
Section 09900	Painting
Section 09995	Sandblasting

## **CONVEYING SYSTEMS RELATED SECTIONS**

Section 14100	Dumbwaiters
Section 14200	Elevators
Section 14300	Escalators and Moving Walkways

## **MECHANICAL**

Division 15000	Mechanical (In its entirety)
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### **Note To Specifying Authority**

Should also include any Division 13 work which relates to the Mechanical work.

## **ELECTRICAL**

Division 16000	Electrical (In its entirety)
Division 17000	Communications

### **Note To Specifying Authority**

Should also include any Division 13 work which relates to the Electrical work.

## H. Over Budget Negotiations

If a *Bid Calling Authority* determines that all compliant *GC Bids* are over budget and engages in negotiation with a *General Contractor* in an effort to conclude a contract on terms acceptable to both, then the *General Contractor* is not automatically relieved of the obligations created by Rule III.4.C(vi). In formulating any new offer to the *Owner* the *General Contractor* must, in respect of each trade originally closed through *BidCentral Online Bidding for Subcontractors*:

- (a) Carry the originally *Selected Bidder* or named *Trade Contractor*, as the case may be, at the original *Bid* price, without change; or
- (b) Carry the originally *Selected Bidder* or named *Trade Contractor*, as the case may be, at a revised bid price freely negotiated between the *General Contractor* and the *Trade Contractor*.

Should negotiations not be successful the *General Contractor* may carry a newly-selected *Trade Contractor*, obtained through a re-bid of the original *BidCentral Online Bidding for Subcontractors Bidders* (with amended *Project Documents*) conducted under the supervision of the *Bid Calling Authority*. Should negotiations with a *Bidder* who has submitted a *Single Bid* not be successful, or a re-bid with *BidCentral Online Bidding for Subcontractors Bidders* is not possible, a new *Bid* should be called.

## I. Contract Limitations

The use of the BCCA *BidCentral Online Bidding for Subcontractors* does not create any contractual relationship between an *Owner* and a *General Contractor* or an *Owner* and *Trade Contractor* that would not otherwise be created should BCCA's *BidCentral Online Bidding for Subcontractors* not be used.

## 2. **BID SUBMISSION AND FEES**

### A. **On-line Bid Submission**

In order for *BidCentral Online Bidding for Subcontractors* to be financially self-supporting, charges will apply for the submission and receipt of on-line Bids.

### B. **Fees**

The *Board* shall, from time to time, establish a schedule of fees and charges to be paid by *General Contractors* and *Trade Contractors*, and the circumstances under which such fees shall be payable. Without limiting the generality of the foregoing, the *Board* shall establish the following fees:

- (i) Complaint Fees which a *General Contractor* or *Trade Contractor* requesting a *Decision* from *BidCentral Online Bidding for Subcontractors* shall be required to pay to the *BCCA*.
- (ii) Appeal Fees which a *General Contractor* or *Trade Contractor* appealing any *Decision* shall be required to pay to the *BCCA*.
- (iii) Bond Amendment Administration Fees which a *Bidder* wishing to submit a fully compliant bond as provided for in Part III, Rule 3.F.(i)(g) shall be required to pay to *BidCentral Online Bidding for Subcontractors*.
- (iv) Each *General Contractor* receiving *BidCentral Online Bidding for Subcontractors Bids* shall pay a closing fee to *BidCentral Online Bidding for Subcontractors*.
- (v) Each *Trade Contractor* submitting *BidCentral Online Bidding for Subcontractors Bids* shall pay a fee to *BidCentral Online Bidding for Subcontractors*.
- (vi) Each *Trade Contractor* withdrawing a *Bid* shall pay a fee to *BidCentral Online Bidding for Subcontractors*.
- (vii) Each *Trade Contractor* submitting a Missed *Bid* notification shall pay a fee to *BidCentral Online Bidding for Subcontractors* for each *General Contractor* missed.
- (viii) Each *Trade Contractor* submitting a Bid Bond will be required to pay an authentication fee.

### 3. **TRADE CONTRACTORS**

#### A. **Submission of Bids**

*Bids for trade sections or divisions of work specified to be submitted through BidCentral Online Bidding for Subcontractors, shall be submitted through BCCA's BidCentral Online Bidding for Subcontractors not later than the date and time specified for BidCentral Online Bidding for Subcontractors closing. Bids submitted after BidCentral Online Bidding for Subcontractors closing time will not be allowed by BidCentral Online Bidding for Subcontractors. The time as indicated on the on-line bidding system shall be the official time for BidCentral Online Bidding for Subcontractors closing.*

*For conditions related to on-line bidding refer to Rule 7. On-line Bidding.*

#### B. **Bid Forms**

All *Bids* must be submitted through BCCA's BidCentral Online Bidding for Subcontractors.

#### C. **Bid Content**

- (i) *Bids for sections or divisions of work specified to be submitted through BidCentral Online Bidding for Subcontractors are to be in accordance with all drawings, specifications, addenda, pre-bid interpretations and BCCA's current BidCentral Online Bidding for Subcontractors Rules of Procedure for On-Line Bidding.*

**[See Rule Clarification 6.0](#)**

- (ii) *Bids must be submitted in accordance with [Appendix A](#) of BCCA's current BidCentral Online Bidding for Subcontractors Rules of Procedure for On-Line Bidding for sections or divisions of work listed. No other exclusions are permitted other than those expressly provided in [Appendix A](#).*
- (iii) *If Alternative, Alternate, Separate or Unit Prices are required in the Project Documents they shall be submitted through BidCentral Online Bidding for Subcontractors. Alternative, Alternate and/or Separate Prices shall be clearly shown as additions to or deletions from the Bids. Unit Prices shall be clearly shown on the Bid form as specified.*

*Trade Contractors may list the Alternative, Alternate or Separate Price as either an addition to or deduction from depending on their preference.*

**[See Rule Clarification 2.0](#)**

- (iv) *The Trade Contractor shall provide all required Alternative, Separate, Alternate and Unit Prices that apply to the individual section(s) or division(s) of work being bid. For BidCentral Online Bidding for Subcontractors purposes, the required Alternative, Separate, Alternate and Unit Prices shall be those specified in one or more of the following locations: General Contractors' Bid (GC Bid) Form; Instructions to Bidders; General Conditions; Supplementary General Conditions*

and the General Requirements (Division 1). Related work not clearly identified in the above noted locations shall not be considered as required for purposes of the specified *BidCentral Online Bidding for Subcontractors* section(s) or division(s) of work.

When creating the on-line *Bid* form the *BidCentral Online Bidding for Subcontractors* will endeavour to identify all prices to be submitted through the *BidCentral Online Bidding for Subcontractors*. However, as *Project Documents* may be amended after *BidCentral Online Bidding for Subcontractors* has created the on-line *Bid* form, it may be necessary for *Bidders* to add prices not on the on-line *Bid* form. It is the responsibility of the *Bidders* to ensure they have included all prices.

- (v) *Bidders* may submit combined *Bids* for two or more sections or divisions of work. *Bidders* electing to submit combined *Bids* **may** still indicate on the *Bid* form individual *Bids* for each section or division. *Bidders* wishing to combine *BidCentral Online Bidding for Subcontractors* *Bids* with work not specified to be bid through *BidCentral Online Bidding for Subcontractors* must submit the non *BidCentral Online Bidding for Subcontractors* *Bid* together with the *BidCentral Online Bidding for Subcontractors* *Bid(s)*. Individual *Bids* for non *BidCentral Online Bidding for Subcontractors* work shall be shown separately from the *BidCentral Online Bidding for Subcontractors* trade *Bid(s)*. *Bidders* wishing to submit *Bids* that combine non *BidCentral Online Bidding for Subcontractors* work with *BidCentral Online Bidding for Subcontractors* work should contact the *Administrator* to ensure the on-line *Bid* form can accommodate this desire.
- (vi) Cash allowances or other stipulated sums required by the *Project Documents* are to be *bid* as follows:
- amounts of the above noted are to be included in the *BidCentral Online Bidding for Subcontractors* *Bid* prices when the *Project Documents* clearly indicate that a specific *Trade Contractor* must carry the allowance or other stipulated sum.
  - amounts for the above should be identified on *the on-line Bid form*.
  - where the *Project Documents* indicate the specified allowance or sum in more than one location and it is not clearly a requirement for the *Trade Contractor* to include the allowance or sum, the amount for the allowance or sum shall be deemed unnecessary for it to be included in the *BidCentral Online Bidding for Subcontractors* *Bid*. However, it may be identified as included on the on-line *Bid* form.
  - where the requirements of the *BidCentral Online Bidding for Subcontractors* *Rules of Procedure* indicate that a *Trade Contractor* was to have included a cash allowance and did not, the *General Contractor* may assign the allowance or sum to the *Trade Contractor* for the amount of the allowance or sum only.

[See Rule Clarification 1.0](#)

- (vii) If a *Bid* form contains *Bids* for multiple sections or divisions of work and one of the trade section's or division's *Bid* is disqualified, then the entire *Bid* Form including all *Bids* submitted shall be disqualified.

- (viii) *Bidders* are not compelled to quote the same price to all *General Contractors*.
- (ix) *Bids* shall not be altered or amended in any way after the *BidCentral Online Bidding for Subcontractors* closing time.
- (x) If the existence or absence of labour relations certifications and/or collective agreements of a *Trade Contractor* preclude the ability of the *General Contractor* from contracting with that *Trade Contractor*, then that *General Contractor* is not required to use that *Trade Contractor's Bid*.
- (xi) When a product or system within a *Trade Contractor's* specification is the exclusive franchise of one *Bidder* and such product or system is specified with no equivalent or alternate being accepted, then *Bidders* of that section or division will *Bid* that section as a *Single Bid*, and will not combine the *Bid* for that section or division with any other related section.
- (xii) All prices submitted through *BidCentral Online Bidding for Subcontractors* are to be quoted on a “**GST EXCLUDED**” basis.
- (xiii) Unless otherwise specified, all *Bids* submitted through the *BidCentral Online Bidding for Subcontractors* are subject to the use of the CCA – 1 (2008 or later) Sub Contract or as amended by mutual agreement of the parties to the contract.

#### **D. Bid Withdrawal**

- (i) *Bids* which have been received by the *General Contractors* may be withdrawn up to 3 PM local time one (1) *Working Day* prior to the *GC Bid* closing for *General Contractors* by the *Trade Contractor* using *BidCentral Online Bidding for Subcontractors*. Withdrawals are not permitted after the 3 PM deadline. *Bidders* that have withdrawn their *Bids* are no longer, under any circumstances, eligible to be selected for use by *General Contractors*. *General Contractors* shall monitor the on-line *Bidders* List (refer to Rule 5.D.) to confirm the status of withdrawn *Bids* prior to the selection of a *Bidder* as required under Rule 4.C.(i).
- (ii) When *BidCentral Online Bidding for Subcontractors* is specified for projects where there is a single recipient of *Bids* (i.e.: preselected Prime Contractor or Management Contract) the withdrawal period shall be within twenty four (24) hours of the *BidCentral Online Bidding for Subcontractors* closing time and the procedure shall be as specified in Rule III 3.D.(i).
- (iii) When a *Bidder* has submitted *Bids* for individual sections or divisions and also combined *Bids* and wishes to withdraw a *Bid* for one or more of those individual sections or divisions, then the *Bidder* must withdraw the individual *Bid* and any combined *Bids* that include that individual section or division. If any combined *Bids* are withdrawn then all *Bids* for any individual sections or divisions and/or combined bids included in that combined *Bid* must also be withdrawn.
- (iv) *Bidders* will be charged a [withdrawal fee](#) as defined under Rule 2.B.



## E. Omission of a *Bid* to a *General Contractor (Missed Bid)*

When, for reasons that could not have been reasonably anticipated, a *Trade Contractor* has missed bidding to a *General Contractor* to whom the *Trade Contractor* wished to *bid*, the *Trade Contractor* shall, not later than one (1) *Working Day*, to the hour, after the *BidCentral Online Bidding for Subcontractors* closing submit an omission notification through the *BCCA BidCentral Online Bidding for Subcontractors*.

## F. Bonding

(i) Unless otherwise stipulated in *BidCentral Online Bidding for Subcontractors* requirements in the Project Documents, all submitted *Bids* over the amounts described in Rule III 3.F.(ii) must be accompanied by a *Bid Bond* which meets the following criteria:

- (a) The *Bid Bond* must be issued by a licensed surety company authorized to transact the business of surety in the Province of British Columbia.
- (b) It must be issued in the approved [BCCA No. 204](#) - effective February 15, 2013 *Bid Bond* format, as contained in [Appendix C](#) of these Rules of Procedure for *BidCentral Online Bidding for Subcontractors* and as required by the *Bid Bond* submission process in the *Bid Module*. When the *Bid* is being submitted to a *Single Bid* recipient where the obligee of the bond is a party other than the 'Successful *General Contractor*', *Bidders* shall use the CCDC 220 *Bid Bond* Form.
- (c) The *Bid Bond* shall name as obligee, the 'Successful *General Contractor*'.
- (d) No other form of *Bid* security shall be accepted by *BidCentral Online Bidding for Subcontractors*.
- (e) The *Bid Bond* shall be in the amount of ten percent (10%) of the *Bid* price and not a dollar amount.
- (f) *Bidders* submitting bonds that contain irregularities or that are inconsistent with the requirements of these Rules of Procedure for *BidCentral Online Bidding for Subcontractors* may submit fully compliant bonding documentation to the *Administrator* provided that:
  - it is submitted no less than twenty four (24) hours prior to *General Contractor* closing time;
  - it is fully compliant with the requirements of these Rules of Procedure for *BidCentral Online Bidding for Subcontractors*;
  - the prescribed [Bond Amendment Administration fee](#) is paid or appropriate alternate payment arrangements made.

In accordance with this Rule, *Bidders* failing to provide fully compliant bonding shall have their bids disqualified by the *Administrator*.

(ii) *Bid Bonds* shall be required where the total of all *bid* prices submitted to a *General Contractor* by a *Trade Contractor* for any one or more *BidCentral Online*

*Bidding for Subcontractors* trade sections or divisions is in the amount of **One Hundred Thousand Dollars (\$100,000.00) or more.**

- (iii) The *Bid Bond* is to be submitted through *BCCA's BidCentral Online Bidding for Subcontractors* directly from a licensed surety company authorized to transact business in the Province of British Columbia or its authorized attorney or attorney in fact, and will be accepted provided it is received by *BCCA's BidCentral Online Bidding for Subcontractors* prior to the closing time and date. A copy of the *Bid Bond* sealed by the surety company will be placed into the *Bidders* on-line *Bid* file by the authorized surety representative, through the process as required by *BCCA's BidCentral Online Bidding for Subcontractors*.
- (iv)
  - (a) *Bid Bonds* shall not be required where the total of all *Bid* prices submitted to a *General Contractor* by a *Trade Contractor* for any one or more *BidCentral Online Bidding for Subcontractors* trade sections or divisions is less than **One Hundred Thousand Dollars (\$100,000.00)**. The *Trade Contractor* is required to indicate through *BidCentral Online Bidding for Subcontractors* if bonding is not required.
  - (b) In the event that the total of a *Bidder's BidCentral Online Bidding for Subcontractors Bid* price is equal to or exceeds **\$100,000.00** (or other as specified) the required *Bid Bond* is to be submitted with the on-line *Bid* as per clause 3.F.(iii) above.
  - (c) All *General Contractors* will receive confirmation through the on-line *Bidders List (Who Bid to Who List as defined in Rule 5.D.) of Trade Contractor Bids* received and whether the *Bid* was accompanied by a *Bid Bond*, an irregular *Bid Bond*, or a *notice* stating the *Bid* is under the bonding limit. *General Contractors* receiving *Bids* that are over the bonding limit that have been identified as not being accompanied by a *Bid Bond* are required to notify the *Administrator*.
  - (d) In the event that a *Bidder* submits a *Bid* that exceeds the specified bonding limit together with notification stating that the *Bid* amount is less than the specified bonding limit then the *Bid* shall be disqualified by the *Administrator*. All bidding *General Contractors* and the *Bid Calling Authority* shall be immediately notified of the contravention.
- (v) Unless otherwise stipulated, the *BidCentral Online Bidding for Subcontractors Bidder's Bid Bonds* shall be valid for the validity period as stipulated in the *Project Documents* by the *Bid Calling Authority* for the *General Contractor*.
- (vi) Where a *Bid Bond* is required, *Trade Contractors* shall be required to provide Performance and/or Labour and Materials Payment Bonds as required of the *General Contractor* and specified in the *Project Documents*. Where a *Bid Bond* is not required, or if stipulated as not a requirement in the *Project Documents*, a *Trade Contractor* shall not be required to provide Performance and/or Labour and Materials Payment Bonds.
- (ix) *Bid Bonds* will be made available to the *General Contractors* with the *Trade Contractor's on-line Bid*.
- (x) It is a *General Contractor's* responsibility to verify the validity of any *Bid Bond* and the *General Contractor* shall pay all additional costs related to this request.

**G. Selection for Use of *Sub - Subcontractors Bids***

(i) Selection of Sub-Sub Bidder(s):

(a) When a Pre-Bid Interpretation has been issued implementing requirements for a *Sub - Subcontractors Bidding System*, a *Trade Contractor* shall select, for use, one \**Sub-Subcontractor Bid* addressed to them received through *Sub - Subcontractors Bidding System* for each of those sections or divisions required to be \**Bid*. Such selection shall be as required by the *Sub- Subcontractors Bidding System* through the process as permitted under the *Bid Module* for the selection of a Bidder prior to the closing of *Trade Contractor Bids*.

(b) In the circumstances where irregularities have occurred during the selection of a Sub-Sub \*Bidder for the purposes of the Rules (which will be waived and considered as not being reason for disqualification of a Trade Contractor's Bid) shall be as that for a General Contractor under Rule 6. Contravention of the Rules of Procedure, G. Bid Irregularities, (ii).

\* *As Defined By the Applicable Rules of Procedure for Sub-Subcontractor Bidding.*

#### 4. **GENERAL CONTRACTORS**

##### A. **Intention to *Bid* (GC *Bid*)**

- (i) *General Contractors* shall, at least two (2) *Working Days*, to the hour, prior to *BidCentral Online Bidding for Subcontractors* closing, advise of their intention to *Bid* either through:
  - a) the *Bid Module*; or
  - b) in writing to the *Administrator* within the region where the project is located. Written confirmation of a *General Contractor's* intention to *Bid* may be completed using the [GC's Intention to Bid Form](#) contained in [Appendix D](#) of these Rules.
- (ii) The *General Contractors* for whom *Bids* have been received will be deemed to be in receipt of all such *on-line Bids* and are responsible for all closing fees.

*For conditions related to on-line bidding refer to Rule 7. On-line Bidding.*

##### B. **Own Forces *Bid***

- (i) A *General Contractor* intending to perform any of the specified *BidCentral Online Bidding for Subcontractors* sections or divisions of work with that Contractor's *Own Forces* must notify the *Administrator* within the region where the project is located of their intention to do so. *Notification must:*
  - *Be done* not less than two (2) *Working Days* before the *BidCentral Online Bidding for Subcontractors* closing time.
  - *Be in writing or through* BCCA's *BidCentral Online Bidding for Subcontractors*.
  - *Identify the applicable trade sections.*

*BidCentral Online Bidding for Subcontractors* shall post *on-line* a list of the *General Contractors* who have elected to bid "*Own Forces*" and will identify which sections or divisions they are bidding. When a *General Contractor* does not comply with the requirement of this complete clause (III 4.B.), the *Administrator* will notify the *Owner* and request that *Owner* disqualify that *General Contractor's Bid*.

[See Rule Clarification 4.0](#)

- (ii) *General Contractors* who either receive no *Bids* for a specified section or division of work or who have no valid *Bids* remaining as a result of disqualifications or an election of the option provided for in Rule III 4.C.(iv), may determine to either obtain *Bids* independent of *BidCentral Online Bidding for Subcontractors*, elect to *bid Own Forces* or, if permitted by the *Project Documents*, to indicate "*No Valid Bids Received*".
- (iii) *General Contractors* electing to *Bid Own Forces* shall only be permitted to obtain *Bids* outside of *BidCentral Online Bidding for Subcontractors* when there are no valid *Bids* remaining for any of the *General Contractors* bidding this project.

- (iv) *General Contractors* that have notified *BidCentral Online Bidding for Subcontractors* of their intention to *Bid* a section or division as *Own Forces* work, and who wish to withdraw from bidding *Own Forces* must notify the closing *Administrator* of their intention to withdraw not less than two (2) *Working Days* prior to *BidCentral Online Bidding for Subcontractors* closing time.

**C. Selection for Use of *BidCentral Online Bidding for Subcontractors Bids***

- (i) Selection of Bidder(s):
  - a) Where required by the *Project Documents*, a *General Contractor* shall select, for use, one *Bid* addressed to him received through *BidCentral Online Bidding for Subcontractors* for each of those sections or divisions required to be *Bid*, but need not accept the lowest *Bid* received in any of the various sections or divisions.
  - b) Where the *Project Documents* do not require the naming of a *Bidder*, as part of the GC Bid a *General Contractor* shall select, for use, one *Bid* addressed to them received through *BidCentral Online Bidding for Subcontractors* for each of those sections or divisions required to be *Bid* by either of the following methods:
    - i. By selecting a *Bidder* through the process as permitted under the *Bid Module* for the selection of a Bidder prior to the closing of *GC Bids*, in which case the *General Contractor* need not accept the lowest Bid received in any of the various sections or divisions.

or

    - ii. By not selecting a *Bidder* for a division or section required to be *Bid* the *General Contractor* is deemed to accept the lowest compliant *Bidder* from the *Bids* addressed to them and received through *BidCentral Online Bidding for Subcontractors* for that division or section required to be *Bid*.

*General Contractors* shall monitor the on-line *Bidders List* (refer to Rule 5.D.) to confirm the status of Withdrawn or disqualified *Bidders* prior to the selection of a *Bidder* as required under Rule 4.C.(i).

**[See Rule Clarification 5.0](#)**

- (ii) If a *General Contractor* does not receive any *Bids* for a particular specified *BidCentral Online Bidding for Subcontractors* trade section or division, then that *General Contractor* is eligible to obtain *Bids* for that particular work only, independent of *BidCentral Online Bidding for Subcontractors*. *Bidders* who have properly withdrawn or who have been disqualified by *BidCentral Online Bidding for Subcontractors* are no longer, under any circumstance eligible for selection or use by *General Contractors*.
- (iii) Single *Bids*:
  - a) Unless otherwise stipulated in the specifications, *General Contractors* receiving a single *Bid* must use that *Bid*:

- b) Where *Project Documents* permit the use of *Bids* received outside BCCA's *BidCentral Online Bidding for Subcontractors* under the considerations of Rule 4.C.(iii), *General Contractors* who have not complied with the requirements of bidding *Own Forces*, as described in these Rules, shall not be permitted to select *Own Forces*.
  - c) Where *Project Documents* permit the use of *Bids* received outside *BidCentral Online Bidding for Subcontractors* under the considerations of Rule 4.C.(iii), a *Bidder* shall be selected.
- (iv) If the existence or absence of labour relations certifications and/or collective agreements of a *Trade Contractor* preclude the ability of the *General Contractor* from contracting with that *Trade Contractor*, then that *General Contractor* is not required to use that *Trade Contractor's Bid*. Rule 4.C.(i)(b)ii or 6.G.(ii) is not applicable where the existence or absence of labour relations certifications and/or collective agreements of a *Trade Contractor* preclude the ability of the *General Contractor* from contracting with that *Trade Contractor*.
  - (v) *General Contractors* are not to accept alterations, amendments or clarifications that have the effect of altering or amending a *Bid* and are to immediately advise the *Administrator* of receipt of such alterations, amendments or clarifications and provide copies of all relevant information.
  - (vi) *General Contractors* shall enter into a contract with *Selected Bidder(s)* whose *Bid(s)* have been properly *submitted on-line*, except where the substitution or replacement of such *Selected Bidder(s)* is subject to specific approval of the *Bid Calling Authority* and/or *Owner*, based upon valid reasons or circumstances which were not reasonably evident or assessable prior to the close of *General Contractor Bids (GC Bids)*. Notwithstanding the considerations of Rule 4.C. (iii) the requirement to contract with a selected *Trade Contractor(s)* or *Selected Bidder(s)* is applicable.
  - (vii) The standard exclusions as set out in Appendix A hereto, do not remove or otherwise alter the responsibility of a *General Contractor* to include in its *GC Bid* all work specified in the *Project Documents*. Each *General Contract* shall include in its *GC Bid*, as it deems necessary, all work that may be excluded by a *Trade Contractor* in its *Bid* pursuant to the standard exclusions as set out in Appendix A hereto.

## 5. **BIDCENTRAL ONLINE BIDDING FOR SUBCONTRACTORS ADMINISTRATION**

### A. **Local Construction Association Offices**

The *Regional Associations* shall establish, from time to time, offices of certain *Local Construction Associations* as authorized local offices for the administration of *BidCentral Online Bidding for Subcontractors*. *BCCA's BidCentral Online Bidding for Subcontractors* shall be operated and administered by the *Regional Associations*, in accordance with the Rules herein. *BidCentral Online Bidding for Subcontractors* shall be authorized and coordinated by the British Columbia Construction Association. Such local office shall be authorized to:

- (i) collect fees
- (ii) transfer *BidCentral Online Bidding for Subcontractors* information
- (iii) carry out all other duties necessary for the efficient administration of *BCCA's BidCentral Online Bidding for Subcontractors*.

### B. **Reception of Bids**

*Bids* sent by the *Bidder* after the appointed *BidCentral Online Bidding for Subcontractors* closing time will not be accepted by *BCCA's BidCentral Online Bidding for Subcontractors*.

### C. **Disposition of Bids**

- (i) Immediately after the *BidCentral Online Bidding for Subcontractors* closing time the *Bids* addressed to each *General Contractor* will be made available electronically to same.
- (ii) The names of all valid *Bidders* whose *Bids* were submitted to each *General Contractor* shall be forwarded to the *Bid Calling Authority* prior to *General Contractor* closing. Information regarding all *Bid* withdrawals and disqualifications will be communicated to the *Bid Calling Authority* prior to *General Contractor* closing time.
- (iii) Except as provided in Rule III 5.C.(iv) the *Bids* shall not be accessed by the *Administrator* until the contract has been awarded to the *Successful General Contractor*. Once the contract has been awarded, the *Bids* of the *Successful General Contractor* only may, upon request, be accessed by *Bidders* who bid to the *Successful General Contractor*. *Bidders* may then examine the *Bids* submitted for their specified trade sections or divisions.
- (iv) The *Bids* received by *BidCentral Online Bidding for Subcontractors*, may be accessed and the contents used by the *Provincial Administrator* in the following limited circumstances:
  - When, in the opinion of the *Administrator*, the information contained on the *Bidder's Bid* is required in the investigation of a formal complaint regarding the contravention of the Rules of Procedure for *BidCentral Online Bidding for Subcontractors*.

- When, in the opinion of the *Administrator*, the information contained in the *Bidder's Bid* is required in the investigation of a bonding irregularity or for information which may be necessary during the preparation of the *Bidders List* (refer to Rule 5.D).
  - When, in the opinion of the *Administrator*, the information contained on the *Bidder's Bid* is required to be accessed in order to monitor the operation of *BidCentral Online Bidding for Subcontractors* to ensure that a real or apparent technical issue with BidCentral Online Bidding for Subcontractors does not result in an unfair bidding competition.
- (v) Copies of *Bids* received by *BidCentral Online Bidding for Subcontractors*, addressed to the *Successful General Contractors* will be retained for one (1) year. All other *Bids* shall be destroyed after the award of the contract.

#### **D. *Bidders List***

Following the *BidCentral Online Bidding for Subcontractors* closing time but prior to *General Contractor* closing time, a complete list (with company names) of all *General Contractors* receiving *Bids* and from whom, including those using *Own Forces*, withdrawals and missed *Bids* will be made available *on-line* to all participants in the bidding process.

#### **E. *Named Trade Contractors***

Following the close of *General Contractors* a list of the *Trade Contractors* named on the *General Contractor's Bid* form shall be made available by the *Bid Calling Authority* and shall be exchanged for use by the *Regional Associations*. The list of *Named Bidders* from the three (3) lowest *General Contractor Bids (GC Bids)* shall be made available by the *Bid Calling Authority* or *Owner* within 48 hours of the *BidCentral Online Bidding for Subcontractors* closing. When the requirements of Rule 4.C.(i)(b) are applicable the list of *Selected Bidders* shall be made available by *BidCentral Online Bidding for Subcontractors*.



## **6. CONTRAVENTION OF THE RULES OF PROCEDURE**

### **A. Contravention**

All contraventions of the Rules of Procedure for the *BidCentral Online Bidding for Subcontractors* shall render the *General Contractor* or *Trade Contractor* subject to such actions as may be determined through the procedures established by the *Provincial BidCentral Online Bidding for Subcontractors Committee* including, but not limited to, disqualification of the *Bid* in question; specification of a period of time during which the *User* who has contravened these Rules cannot use the services of the *BidCentral Online Bidding for Subcontractors*; imposition of conditions which must be complied with before that *User* will have their bidding privileges reinstated; a request that the *Owner* disqualify the *GC Bid* of a *General Contractor*.

### **B. Disqualification of Trade Bids**

It is the stated intention of these Rules of Procedure for the *BidCentral Online Bidding for Subcontractors* to provide *Trade Contractors* with an opportunity, on a fair and equal basis, to provide sealed *Bids* for their trade sections or division of work to *General Contractors* bidding on a project. In the event that a *Bidder* contravenes the Rules of Procedure for the *BidCentral Online Bidding for Subcontractors*, the *Bid* may be disqualified. Once a *Bid* has been disqualified through the procedures established by the *Provincial BidCentral Online Bidding for Subcontractors' Committee*, it is ineligible for use by *General Contractors* in the compilation of their *Bids* (*GC Bids*).

### **C. Alterations, Amendments, Clarifications**

*General Contractors* are not to accept alterations, amendments or clarifications that have the effect of altering or amending a *BidCentral Online Bidding for Subcontractors Bid*. *General Contractors* electing to do so, will be deemed to be in contravention of the Rules of Procedure for the *BidCentral Online Bidding for Subcontractors*. Immediately following a *decision* through the procedures established by the *Provincial BidCentral Online Bidding for Subcontractors Committee* confirming such circumstances, the *Administrator* will notify the *Owner* and the *Owner* shall be requested to disqualify that *General Contractor's Bid*.

### **D. Use of Ineligible Bids**

*General Contractors* are not to use *Bids* that have either been properly withdrawn by the *Bidder* or disqualified by either the *Administrator* or through the procedures established by the *Provincial BidCentral Online Bidding for Subcontractors Committee*. Where a *General Contractor* has selected a withdrawn or disqualified *Bidder* the *General Contractor* will be deemed to have selected with the lowest compliant *Bidder* pursuant to Rule 6.G.(ii). *Trade Contractors* whose *Bids* are properly withdrawn by the *Bidder* or disqualified by either the *Administrator* or through the procedures established by the *Provincial BidCentral Online Bidding for Subcontractors Committee*, are not to contract with *General Contractors* under any circumstance, including under the considerations of Rule 4.C.(iii).

## **E. Complaints**

*Users identifying a potential contravention of the Rules of Procedure for BidCentral Online Bidding for Subcontractors and who wish to file a formal complaint are to notify the Administrator immediately. The complainant is required to submit to the Administrator, a written complaint and all supporting documentation identifying the alleged contravention together with the prescribed [complaint fee](#). When the complainant is a Bidder, the complainant's Bid(s) will also be reviewed by the Administrator to ensure compliance with these Rules of Procedure. Where the Bid Calling Authority and/or Owner submit a General Contractor's List of Named Bidders to the Administrator, to ensure compliance with these Rules, a written complaint need not be submitted.*

## **F. Decisions**

*Upon receipt of a formal complaint, the procedures established by the Provincial BidCentral Online Bidding for Subcontractors Committee will be used to determine a Decision. Decisions to disqualify a Bid will be rendered no less than four (4) hours prior to General Contractor closing time. Decisions rendered after this time period will be subject to such sanctions and/or conditions, as may be determined through the procedures established by the Provincial BidCentral Online Bidding for Subcontractors Committee. All Decisions will be rendered as expeditiously as circumstances permit, but will in any event be within a period of no more than fifteen (15) working days.*

*A Transmission Result Report or other record produced by BidCentral Online Bidding for Subcontractors' facsimile transmission equipment indicating that a notice has been delivered by facsimile to a particular facsimile number shall for all purposes be conclusive proof that the notice was delivered to the said facsimile number at the time and date indicated by the Transmission Result Report or other record.*

## **G. Bid Irregularities**

- (i) *Notwithstanding the provisions contained in these Rules, when irregularities are identified that are determined through the procedures established by the Provincial BidCentral Online Bidding for Subcontractors Committee to be of a clerical or technical nature, or of a nature that no competitive advantage is achieved that was not reasonably available or apparent to all users, or is a response to a circumstance resulting from a Conflict between these Rules and the Project Documents, then those irregularities may be waived and considered as not being reason for disqualification of a Bid.*
- (ii) *In the circumstances where Rule 4.C.(i)(a) applies the following will be considered irregularities for the purposes of the Rules which will be waived and considered as not being reason for disqualification of a GC Bid:*
  - a) *Where a General Contractor has selected a Bidder for a section or division of work that the Bidder did not Bid on;*
  - b) *Where a General Contractor has not selected a Single Bid where only a Single Bid could have been selected for a section or division of work;*

- c) Where a General Contractor has selected a disqualified or withdrawn Bidder for a section or division of work;
- d) Where a General Contractor has not selected a Bidder for a section or division of work; or
- e) Where a General Contractor has selected more than one Bidder for a section or division of work.

In these circumstances, a General Contractor is deemed to accept the lowest compliant Bidder from the Bids addressed to them and received through BidCentral Online Bidding for Subcontractors for that division or section required to be Bid.

[See Rule Clarification 5.0](#)

## H. Appeals

*Decisions* to disqualify a *Bid*, suspend a *User's* bidding privileges for a specified period of time, impose conditions which must be complied with prior to reinstatement of bidding privileges, or a request to an *Owner* to disqualify the *Bid (GC Bid)* of a *General Contractor*, will be made through the procedures established by the *Provincial BidCentral Online Bidding for Subcontractors Committee*. A *User*, who wishes to appeal a *decision*, may do so by forwarding a written submission to the *Provincial Administrator* no later than seven (7) *working days* from the receipt of notification of a contravention of these Rules. The prescribed [appeal fee](#) will apply. The submission, together with all other relevant information appropriate to the determination of the issue, will be reviewed pursuant to the procedures established by the *Provincial BidCentral Online Bidding for Subcontractors Committee*. A *decision* will be made within a period of no more than ten (10) *working days* from the date of receipt of the appeal submission. All appeal *decisions* will be final.

## I. Complaint, Decision and Appeal Procedures

The procedures for the resolution of complaints, *decision* on appeals, location and rules of conduct of committee meetings and other procedural matters will be as determined by the *Provincial BidCentral Online Bidding for Subcontractors Committee* having regard to the particular circumstances of the issue under consideration.

## **7. ON-LINE BIDDING**

### **A. System Failure**

In the event there is a failure of *BCCA's BidCentral Online Bidding for Subcontractors* that results in the loss of satisfactory service, the closing of *BidCentral Online Bidding for Subcontractors* will be extended for a period of one *working day*. Should there be a further system failure, the closing will be extended or cancelled by instructions issued by *Pre-Bid Interpretation* (as defined under Part III, F.) or as otherwise designated by the requirements of the *Project Documents*.

### **B. Functionality of a User's Electronic (Computer) System**

Every *Owner, Bidder, General Contractor, Trade Contractor or User*, or any other person or entity, that uses *BCCA's BidCentral Online Bidding for Subcontractors* must maintain the functionality of its electronic (computer) system. *BidCentral Online Bidding for Subcontractors*, the *Board*, the *Provincial BidCentral Online Bidding for Subcontractors Committee*, the *Administrator*, the *BCCA*, the *Regional Associations*, the *Local Construction Associations* and the *Bid Calling Authority*, and any employee, member, director, officer or agent of any of the foregoing, do not:

- (i) assume any responsibility for the functionality of an *Owner's, Bidder's, General Contractor's, Trade Contractor's or User's*, or any other person's or entity's, electronic (computer) system; or
- (ii) agree to provide any *Bidder, General Contractor, Trade Contractor or User*, or any other person or entity, with an alternate mode or method of submitting its *Bid* or receiving *GC Bids*.

### **C. Exclusion of Liability – *BidCentral Online Bidding for Subcontractors***

*BidCentral Online Bidding for Subcontractors*, the *Board*, the *Provincial BidCentral Online Bidding for Subcontractors Committee*, the *Administrator*, the *BCCA*, the *Regional Associations*, the *Local Construction Associations* and the *Bid Calling Authority*, and any employee, member, director, officer or agent of any of the foregoing, cannot guarantee continual, uninterrupted or error free service as disruptions or malfunctions may delay, interfere with or disrupt the on-line bidding process, including the electronic transmission and receipt of *Bids*. Every *Owner, Bidder, General Contractor, Trade Contractor or User*, or any other person or entity, that uses *BCCA's BidCentral Online Bidding for Subcontractors*, acknowledges that the submission of *Bids* is conducted electronically and relies on hardware and software that may malfunction without warning. Without limiting the generality of the Exclusion of Liability clause contained in the Rules of Procedure for *BidCentral Online Bidding for Subcontractors* and reproduced on the *BidCentral Online Bidding for Subcontractors* website, no *Owner, Bid Calling Authority, Bidder, General Contractor, Trade Contractor or User*, or any other person or entity, shall have any claim for compensation of any kind whatsoever, as a result of the disruption or malfunction of the *BCCA BidCentral Online Bidding for Subcontractors* and each *Owner, Bid Calling Authority, Bidder, General Contractor, Trade Contractor and User*, or any other person or entity, expressly agrees and acknowledges that it is hereby deemed to have no such claim.

## **8. EXCLUSION OF LIABILITY**

Except as expressly and specifically permitted in these Rules of Procedure for *BidCentral Online Bidding for Subcontractors*, no *Owner, Bidder, Bid Calling Authority, General Contractor, Trade Contractor* or *User*, or any other person or entity, shall have any claim whatsoever (including but not limited to a claim of negligence) for any compensation of any kind whatsoever as a result of participation in or use of *BidCentral Online Bidding for Subcontractors* or *BidCentral Online Bidding for Subcontractors* process, or as a result of the interpretation, application or non-application of these Rules of Procedure. By submitting a *Bid* or *GC Bid* or otherwise using any service or facility of *BidCentral Online Bidding for Subcontractors*, each *Owner, Bidder, Bid Calling Authority, General Contractor, Trade Contractor* or *User*, or any other person or entity, shall be deemed to have agreed that it has no such claim.

**IV APPENDICES TO  
RULES OF PROCEDURE**

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# APPENDIX A

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This appendix takes precedence over all drawings, specifications, and addenda. When, for reasons deemed necessary by the *Administrator*, a Pre-Bid Interpretation may be issued and it will take precedence over all drawings, specifications and addenda. A Pre-Bid Interpretation will take precedence over this Appendix.

Project Specific considerations may have an impact on what is appropriate for Standard Exclusions. Therefore, after consultation with the *Users* the *Administrator* (at their discretion) may issue a Pre-Bid Interpretation that will override and take precedence over these Standard Exclusions.

When addenda are issued that have a statement prefaced by “For *BidCentral Online Bidding for Subcontractors Purposes*” and are approved by the *Administrator*, they will also take precedence over this Appendix.

This Appendix contains a listing of the standard exclusions that apply to the individual sections or divisions as identified. *Bids* must be based on drawings, specifications, addenda and this list of exclusions. The section numbers identified for each section are for reference only and may vary from the numbers contained in the specifications.

**SPECIFICATION NUMBERS/NAMES** - The section numbers identified in this Appendix are based on CSC/CSI MasterFormat \*1995. However, the numbers are for reference only and may vary from the numbers contained in the actual specifications. This means that when bidding through *BidCentral Online Bidding for Subcontractors* the section number in the specifications may not be the same as the section number in the *BidCentral Online Bidding for Subcontractors* exclusions. As well the title of the section may not be the same as the Appendix A Exclusion list i.e. Perimeter Insulation is sometimes listed which is the same as Rigid Insulation in Appendix A. Also, it may be that when the work of one *BidCentral Online Bidding for Subcontractors* section is contained within another section, the exclusions apply as well i.e. insulation and vapour that may be included in section 09250 Gypsum Wallboard; the exclusions for 07190, 07212 and 07260 will also apply.

\*For MasterFormat 2004 refer to Rule Clarification 7.0

## STANDARD EXCLUSIONS

### COMMON EXCLUSIONS FOR ALL TRADE SECTIONS AND DIVISIONS

- temporary power, heat, water, sanitation, barriers
- heating and hoarding
- onsite first aid
- final cleaning
- initial removal of snow and ice
- fees or cash allowances for service connections unless specified in the trade section
- on site security, if specified
- testing unless specified in the trade section
- provision of gridlines and benchmarks on each level
- repairs to damage by others after completion and acceptance of the work
- temporary lighting unless specifically detailed on the electrical drawings that are part of the *Bid* for the Division 16 work

- provision of garbage/refuse/recyclable containers and their removal (including disposal fees), except the *Trade Contractor* shall be responsible for removal from the site of demolition materials, hazardous materials and drywall
- cost for a reasonable number of copies of all *Project Documents* where not provided by the *Owner*
- temporary dust control and/or ventilation systems required as a project specified environmental condition for the entire project. Note: where it is a requirement to meet the needs of one specific *Trade Contractor* and specified thus, then that *Trade Contractor* shall be responsible to include for the cost of this work.

## **SPECIAL SITE CONDITIONS**

Labour Relations and the availability of hoisting, scaffolding and work platforms above grade will vary between *General Contractors* and will depend on site conditions. *Bidders* are to confirm these conditions with *General Contractors* prior to submission of their *Bids* and *Bid* accordingly.

## **DIVISION 0 - BIDDING AND CONTRACT REQUIREMENTS**

COMMON EXCLUSIONS ONLY

## **DIVISION 1 - GENERAL REQUIREMENTS**

COMMON EXCLUSIONS ONLY

## **DIVISION 2 - SITEWORK**

### 02740 ASPHALTIC CONCRETE (PAVING)

- earthwork to underside of base gravel
- subsurface drainage
- landscaping
- site preparation to underside of base gravel
- sub-base gravel

### 02900 LANDSCAPING (and all related sections)

- rough grading
- concrete work unless specified in this section
- carpentry unless specified in this section
- water supply to exterior of building for irrigation systems including back flow valve and isolation valve
- supply and installation of sleeves for irrigation



## **DIVISION 3 - CONCRETE**

### **03200 CONCRETE REINFORCEMENT**

- installation of masonry reinforcing steel
- reinforcing for precast concrete
- reinforcing for post tensioning system unless specified in this section
- installation of reinforcing cages into piles
- placing drawings unless specified in this section
- welding, cad welding, G-Loc splices or Burrard couplings, Dywidag bars unless specified in this section
- supply and installation of anchor bolts or miscellaneous metals
- smooth bars, sleeves, inserts, threading or galvanizing unless specified in this section
- layout of perimeters of structures and centerline of walls and columns
- mesh on columns for fire protection
- supply of masonry reinforcing steel when also specified in Division 4 Masonry, except reinforcing steel such as dowels which project from other substrates into masonry work

### **03250 POST TENSIONING**

- forming of anchor recess boxes where required
- making good of anchor recesses
- facilities for storage of cables and equipment on site
- clean water for grouting within 30 meters of post tensioning tendons
- blowing out of ducts
- removal of cable duct obstructions caused by other forces

### **03400 PRECAST CONCRETE**

#### **COMMON EXCLUSIONS ONLY**

## **DIVISION 4 - MASONRY**

### **04000 MASONRY (and all related sections)**

- setting and bracing of door or window frames
- supply, fabrication or installation of sheet metal cap flashing installed over completed masonry work except where built into masonry construction
- supply of dove tail anchor slots and flashing reglets
- supply or installation of seismic restraining angles
- supply or installation of precast concrete items not set in mortar bed
- supply or installation of precast items requiring mechanical lifting assistance
- building in of miscellaneous metal supplied by others requiring mechanical lifting assistance
- temporary wind bracing of masonry walls
- temporary support or shoring for lintels and other overhead masonry
- the supply and welding of anchors to structural steel

- caulking and firestopping
- floor pavers and tiles

## **DIVISION 5 - METALS**

### **05100 STRUCTURAL METAL FRAMING**

- grouting
- fasteners not used to connect structural steel
- materials lighter than 11 gauge (2.8mm) thickness except cold formed channels and girts when used as structural member and, but, when not also specified in Division 5 Load Bearing Metal Studs or Division 7 for Wall Cladding and Roofing Systems.
- precast connection material, embedded or otherwise, unless specified in this section (except supply of embedded connection material for concrete tilt up construction)
- wood, plastic, expansion joints or other specialty items
- shims for supply only contracts
- non-structural stainless steel or aluminum

### **05300 METAL DECKING**

- metal composite floor and roof assemblies except when specified in this section

### **05310 METAL COMPOSITE DECK ASSEMBLIES**

- concrete, tensile and compressive steel reinforcement and temporary shoring

### **05500 MISCELLANEOUS METAL**

- finish or rough hardware
- cast iron items such as frames, covers, or grates at manholes, catch basins, trenches, tree grates unless specified in this section
- specialty items for window washing equipment or expansion joints
- placement of embedded items
- grouting
- ferrous metal fabrications which form an integral part of a nonferrous specialty item (i.e. a ferrous metal rail mechanically attached to the glass where the glass is the supporting member in a glass balustrade)
- bases or supports for mechanical and electrical units where detailed on mechanical and electrical drawings only
- nonferrous specialty fabrications
- stainless steel fabrications
- precast connection material, embedded or otherwise (except supply of embedded connection material for concrete tilt up construction)
- standard manufactured timber connectors
- metal connectors for pre-manufactured glue laminated member to member connections, pre-manufactured glue laminated member to masonry and concrete connectors
- installation of metal fabricated connectors to wood framing

## **DIVISION 6 - WOOD AND PLASTICS**

### **06200 FINISH CARPENTRY**

- supply and installation of metal doors and metal door and window frames
- supply and installation of washroom accessories or toilet partitions
- wood wall paneling when also specified in Section 06400
- removal and relocation of existing cabinet work except relocation when specified in this section
- backing or blocking
- supply of finish hardware unless specified in this section
- miscellaneous metals except sheet metal fabrications that form an integral part of the woodwork such as countertops and stainless steel supports for cabinetry
- exterior wood trim or siding, soffits, railings and mouldings
- site painting when specified in Section 09900 Painting
- glazing to wood doors
- structural woodwork
- wood doors unless specified in this section
- installation of chalk boards/tack boards and similar where specified in another section

### **06400 ARCHITECTURAL WOODWORK**

- backing or blocking
- supply of finish hardware unless specified in this section
- miscellaneous metals except sheet metal fabrications that form an integral part of the woodwork such as countertops and stainless steel supports for cabinetry
- exterior wood trim or siding
- site painting
- glazing to wood doors
- structural woodwork
- wood doors unless specified in this section
- removal and relocation of existing cabinet work except relocation when specified in this section
- installation of chalk boards/tack boards and similar where specified in another section

## **DIVISION 7 - THERMAL AND MOISTURE PROTECTION**

### **07210 BUILDING INSULATION**

- insulation for ductwork or piping in Division 15 - Mechanical
- firestopping
- molded plastic vapor barrier boxes/poly hats (for electrical boxes)
- insulation within an aluminum/metal pan curtain wall system and other curtain wall systems also specified in Division 8 Doors and Windows
- insulation on top of acoustic tile/T bar ceilings systems
- acoustic batt insulation if it is also specified in section 09250 Gypsum Wallboard

- spray applied insulation

Note: All exclusions under 07212 shall also apply

#### 07212 RIGID INSULATION

- insulation forming part of an “Exterior Insulation and Finish System”
- insulation that forms part of a built up roofing system
- insulation within an aluminum/metal pan curtain wall system and other curtain wall systems also specified in Division 8 Doors and Windows
- concrete forming liners and concrete forming voids including sandwich slabs
- insulation to the underside of slabs on grade and to the exterior face of foundation walls below grade
- insulation that is not part of a wall or ceiling system such as upstands for support of equipment and roof curbs
- spray applied insulation

#### 07215 SPRAYED APPLIED INSULATION

##### COMMON EXCLUSIONS ONLY

#### 07240 EXTERIOR INSULATION AND FINISH SYSTEMS

- flashings other than those integral to the system
- caulking other than that integral to the system

#### 07260 SHEET VAPOUR BARRIER

- ground seal or vapor barrier under concrete slabs on grade
- water proofing membranes
- molded plastic vapor barrier boxes/poly hats (for electrical boxes)
- vapor barrier that forms part of a built up roofing system
- air barriers

#### 07311 ASPHALT SHINGLES

- wood nailers
- battens
- wood gutters
- wood framing for openings
- above deck gypsum board, vapor barrier & insulation, related nailing battens/metal girts or wood sheathing over except when specified in this section

#### 07317 SLATE SHINGLES

- wood nailers
- wood framings for openings
- removal and relocation of existing cabinet work except relocation when specified in this section

#### 07318 CEDAR SHINGLES/SHAKES

- wood nailers
- battens
- wood gutters
- wood framing for openings
- above deck gypsum board, vapor barrier & insulation, related nailing battens/metal girts or wood sheathing over except when specified in this section

#### 07321 CLAY ROOFING TILES

- wood nailers
- wood framings for openings

#### 07322 CONCRETE ROOFING TILES

- wood nailers
- wood framings for openings

#### 07323 METAL ROOFING TILES

- wood nailers
- wood framings for openings
- battens for metal tiles

#### 07410 METAL ROOF AND WALL PANELS

- structural steel
- light gauge metal framing unless specified in this section
- miscellaneous metal
- all wood cants, nailers, fascia and blocking

#### 07460 FIBRE CEMENT SIDING, PANELS AND SOFFITS

- metal or wood furring and suspension systems unless specified in this section
- air barrier unless specified in this section
- flashings unless specified in this section
- wood trim
- finish paint

#### 07510 BUILT-UP ROOFINGS (and related sections)

- wood cant strips and wood blocking
- metal cant strips
- installation of reglets set in concrete
- flashing to aluminum work
- flashing to metal siding
- supply of roof drains

- on site painting of flashings
- metal & wood sleepers and wood decks
- poured concrete protective covering for insulation of protected membrane system
- roof hatches and related frames
- plastic, acrylic or glass skylights and related frames
- anchor posts or anchor devices
- gypsum board that is not an integral part of a roofing system
- preformed roofing and cladding and related flashings except when specified in this section
- wall flashing on the outside face of a building that is not roofing related flashing such as fascia flashing directly below a parapet cap flashing except when specified in this section
- deck pavers and related insulation and bedding materials except when specified in this section
- removal and disposal of existing roofing unless specified in this section

#### 07560 FLUID APPLIED ROOFING (and related sections)

- installation of reglets set in concrete
- flashing other than the work in this section
- on site painting of flashing
- supply of roof drains

#### 07620 METAL FLASHINGS & TRIM

- all flashings and other non-flashing work except roofing related flashings

#### 07810 SPRAYED FIREPROOFING

- firestopping
- sprayed thermal protection, sprayed soundproofing, sprayed air seal, or fire retardant to same
- maintaining required heat before, during and after application

### **DIVISION 8 - DOORS AND WINDOWS**

#### 08210 WOOD DOORS (and related sections)

- glazing to wood doors
- supply of finish hardware

#### 08330 ROLLER SHUTTER (INDUSTRIAL) DOORS

- framing of opening suitable to accept door
- structural supports and jamb extensions suitable to accept hardware and accessories
- power supply to a disconnect switch adjacent to motor operator (if applicable)
- on site painting except touch-up of prefinished products

#### 08360 OVERHEAD (INDUSTRIAL) DOORS

- framing of opening suitable to accept door
- structural supports and jamb extensions suitable to accept hardware and accessories
- power supply to a disconnect switch adjacent to motor operator (if applicable)
- on site painting except touch-up of prefinished products

#### 08370 VERTICAL LIFT (INDUSTRIAL) DOORS

- framing of opening suitable to accept door
- structural supports and jamb extensions suitable to accept hardware and accessories
- power supply to a disconnect switch adjacent to motor operator (if applicable)
- on site painting except touch-up of prefinished products

#### 08400 ALUMINUM ENTRANCES AND STOREFRONTS

- supporting structural steel unless specified in this section
- power supply to a disconnect switch adjacent to motor operator (if applicable)

#### 08520 ALUMINUM WINDOWS

- supporting structural steel unless specified in this section
- power supply to a disconnect switch adjacent to motor operator (if applicable)

#### 08600 SKYLIGHTS (METAL FRAMED & UNIT)

- supporting structural steel unless specified in this section
- gutters and downspouts unless specified in this section
- power supply to a disconnect switch adjacent to motor operator (if applicable)
- acrylic dome type and other similar pre-manufactured skylight units unless specified in this section

#### 08800 GLASS AND GLAZING

- supporting structural steel unless specified in this section
- power supply to a disconnect switch adjacent to motor operator (if applicable)
- glazing to millwork unless specified in this section
- framed mirrors unless specified in this section

#### 08900 GLAZED CURTAIN WALL

- supporting structural steel unless specified in this section
- power supply to a disconnect switch adjacent to motor operator (if applicable)

### **DIVISION 9 - FINISHES**

#### 09110 METAL STUD SYSTEMS

- supply of access panels or doors unless specified in this section
- supply of hollow metal door frames
- air barriers unless specified in this section
- wood blocking and wood backing

#### 09130 SUSPENSION SYSTEMS FOR ACOUSTICAL CEILINGS

- supplementary structural support or seismic restraints for light fixtures and mechanical equipment

#### 09205 FURRING AND LATHING

- flashings
- metal furring and suspension systems

#### 09220 CEMENT PLASTER AND STUCCO

- metal furring and suspension systems unless specified in this section
- heating and hoarding
- caulking other than that integral to the system

#### 09250 GYPSUM WALLBOARD

- supply of access panels or doors
- thermal, acoustical, or rigid insulation unless specified for the wall system in this section
- vapor barriers unless thermal insulation is specified for the wall and ceiling system in this section
- caulking or barriers for fireproofing and firestopping
- metal furring and framing except when specified in this section
- air barriers unless specified in this section
- gypsum board that forms an integral part of built up roofing systems or above deck roofing systems
- gypsum board that is an integral part a structural system such as concrete sandwich slabs
- wood blocking and wood backing

#### 09300 TILEWORK

- heated on-site storage
- floor surface preparation other than that specified in this section
- tile as an integral part of a finished and complete component supplied and installed by others (where specified as such), e.g. countertops
- tilework performed by commissioned Artist defined as Artwork
- caulking
- expansion joints and flashing
- continuous metal supporting angles, metal slots, boxes or anchorages which are built into the structural wall
- wood grounds
- metal lath unless specified in this section



- lead pans, waterproof membranes for wet areas, waterproofing and testing of pools and showers, unless specified in this section
- miscellaneous metals and manufactured specialty items including mat sinkage frames

#### 09400 TERRAZZO

- floor surface preparation other than that specified in this section
- terrazzo by others (where specified as such), e.g. countertop
- expansion joints and flashing
- continuous metal supporting angles, metal slot, boxes or anchorages which are built into the structural wall
- wood grounds
- lead pans, waterproof membranes for wet areas, water-proofing and testing of pools, showers, unless specified in this section
- miscellaneous iron work and manufactured specialty items, including mat sinkage frames

#### 09510 ACOUSTICAL PANELS AND TILES

- supplementary structural support or seismic restraint for light fixtures and mechanical equipment

#### 09545 SPECIALTY CEILINGS (including Metal Linear & Integrated ceilings)

- installation of electrical fixtures when not providing the structural element of integrated ceiling systems
- structural components required to meet specific U.L.C. designs other than that forming an integral part of component ceiling system
- supplementary safety chains and support devices as may be required for electrical, mechanical, etc. fixtures
- supply, installation, connection and hook-up of electrical power services to light fixtures supplied by this contractor, including interconnecting wiring
- supply, installation and connections of flexible duct and balancing of air distribution systems
- supply and installation of linear air boots when installed into but not forming an integral part of integrated ceiling systems
- wood blocking, trims and casings for materials other than those used by this trade

#### 09640 WOOD FLOORING

- preparation of surfaces to receive hardwood flooring
- repairs to damage by others
- maintenance and protection of installed hardwood flooring

#### 09650 RESILIENT FLOORING

- preparation of surfaces to receive resilient floor coverings unless specified in this section, except minor chips and dents in an otherwise acceptable subsurface
- heated, on site storage

- shop drawings unless specified in this section
- vinyl or rubber mats and runners (loose laid) unless specified in his section
- poured latex toppings
- latex underlayments unless specified in this section
- cleaning and waxing and other types of protective coating or floor finishes unless specified in this section
- maintenance and protection of installed resilient floor coverings

#### 09680 CARPETING

- preparation of surfaces to receive carpet unless specified in this section, except minor chips and dents in an otherwise acceptable subsurface
- heated, on site storage
- vinyl or rubber back mats and runners (loose laid) unless specified in this section
- poured latex toppings
- trowelled-on latex underlayments except when specified in conjunction with specific installation systems
- final cleaning and final vacuuming or the application of any type of protective coating or retardants unless specified in this section
- maintenance and protection of installed carpet

#### 09720 WALL COVERINGS

##### COMMON EXCLUSIONS ONLY

#### 09810 ACOUSTICAL BAFFLES

- wood and/or steel stud framing, gypsum wallboard
- wood blocking, trims and casings for materials other than those used by this trade

#### 09840 ACOUSTICAL WALL TREATMENT

- wood strapping
- non-factory applied finishes or site finishing of any work under his trade section except for touch-up
- wood blocking, trims and casings for materials other than those used by this trade

#### 09900 PAINTING (and related sections)

- factory or shop applied prime coats
- franchised coatings unless specified in this section
- prefinished cabinets and trim including site touch-ups
- waterproofing (membrane, tar)
- damproofing
- artwork and signs (other than graphics)
- colour coding to mechanical and electrical work by coloured tapes or embossed plastic tapes

- painting of court lines and floor finishing for sports flooring systems such as hardwood gymnasium floors

## **DIVISION 10 - SPECIALTIES**

### 10615 PREFINISHED DEMOUNTABLE PARTITIONS

- glazing unless specified in this section
- supply, installation, or finishing of doors and hardware
- rubber base unless specified in this section

## **DIVISION 11 - EQUIPMENT**

COMMON EXCLUSIONS ONLY

## **DIVISION 12 - FURNISHINGS**

COMMON EXCLUSIONS ONLY

## **DIVISION 13 - SPECIAL CONSTRUCTION**

COMMON EXCLUSIONS ONLY (or as required by a related section)

## **DIVISION 14 - CONVEYING SYSTEMS**

### 14100 DUMBWAITERS

- all cutting and patching of walls, floors and partitions unless due to error by this trade
- permanent power and connections to the dumbwaiter controller terminals complete with fused disconnect switch at start of installation
- initial guards and protection of hoistway prior to commencement of installation
- fixed access ladder to overhead machine space
- painting required in addition to that specified in this section
- dry storage and work space adjacent to hoistway
- remote wiring and conduit for remote systems
- sprinklers and detectors in hoistway and machinery spaces

### 14200 ELEVATORS

- pit ladders, standing platforms, guardrails, hoistbeams, divider beams, sprinklers and cab mounted detectors
- finished flooring inside the elevator
- emergency power supply in elevator machine room complete with necessary contacts
- permanent light fixtures, receptacles and switches in each pit and machine room
- remote conduit and wiring for remote systems

- heating and ventilation of machine rooms
- all cutting and patching of walls, floors and partitions unless due to error by this trade
- temporary/permanent power and connections to the elevator
- controller terminals complete with fused disconnect switch at start of installation
- initial guards and protection of hoistway prior to commencement of installation
- painting required in addition to that specified in this section
- dry storage and work space adjacent to hoistway
- access to site for truck mounted drill rig for drilling hydraulic cylinder hole (unless specified otherwise)
- removal of excess dirt and debris accumulated from drilling cylinder hole
- channel hall frames and sills for freight elevator lobby entrances
- sealing and waterproofing of pit, including the area between the steel casing and PVC liner for hydraulic elevators
- coring and grouting hoistway walls and machine room floors as required for elevator piping and conduit installation unless due to error by this contractor

#### 14300 ESCALATORS & MOVING WALKWAYS

- supporting structure including upper and lower end supports, enclosures walls, railings, guards, closures, shutters, smoke baffles
- exterior covering and finish of escalator truss (side walls and soffit) unless specified in this section
- exterior covering and finish of moving walkway truss or structure (side walls and soffit) unless specified in this section
- finish flooring adjacent to escalator floor plates
- flooring adjacent to moving walkway floor plates
- cutting and patching of floors, walls, ceilings or partitions unless due to error of this trade
- painting required in addition to that specified in this section
- three phase and single phase power to escalator controller terminals complete with fused disconnect switches
- three phase and single phase power to moving walkway
- controller terminals complete with fused disconnect switches
- lights and convenience outlet in upper and lower access wells
- lights and convenience outlet as indicated on moving walkway
- permanent power at start of installation
- initial barricades to guard and protect escalators and wellways prior to start of installation
- initial barricades to guard and protect moving walkway, wellway and trenches prior to start of installation
- dry storage space and work area adjacent to escalator installation area
- dry storage space and work area adjacent to moving walkway installation area
- access to wellway for moving walkway truss

## **DIVISION 15 – MECHANICAL (and related Sections/Divisions)**

- outside service piping not shown or specified in the Division 15 plans or specifications, fittings, precast concrete and related work beyond one meter of the building, with the exception of gas line from the gas meter to the building

### **[See Rule Clarification 3.0](#)**

- excavation, compaction, backfilling, dewatering (except where required for geothermal heat pump systems)
- line voltage wiring or control (over 24 volt) unless specified in this section
- painting when specified in Section 09900 Painting
- pipe bollards
- asbestos abatement unless specified in this section
- asbestos abatement when also specified in another section
- cutting, coring, patching unless due to error by this trade (except in-ground coring or drilling for geothermal heat pump systems)
- concrete work
- furring and backing
- filter fabric and drain rock
- weeping tile and/or footing drains and their cleanout risers including the cleanout
- seismic restraint, seismic restraint design, approval or seals unless specified in this section
- thermal concrete used for duct insulation (zonolytic concrete)
- firestopping unless specified in this section
- buried corrugated metal culvert piping or tanks constructed of corrugated metal culvert
- wall angles and metal edge mouldings for support of radiant panels in suspended ceilings when also specified in Div. 9
- non plumbing pipe rain water leaders such as hollow steel sections (hss)
- removal of existing outside site service piping and underground piping except petroleum fuel pipes and tanks when specified in this division
- perforated piping/weeping tile drainage systems (such as for playing fields)
- x-rays for cutting, coring, patching unless due to error by this trade
- metal fabrications which are also specified in Division 5 or a specification and/or details included on the Architectural or Structural Drawings (except as it applies to the Mechanical Standard Exclusion for seismic restraint). Any related fasteners, embedded items or painting are also excluded.
- Structural steel support for Mechanical Equipment when also specified in Division 5 or a specification and/or details on the Architectural or Structural Drawings. Any related fasteners, embedded items or painting are also excluded.
- mechanical access platforms, ladders and catwalks when also specified in Division 5 or a specification and/or details on the Architectural or Structural Designs.

## **DIVISION 16 – ELECTRICAL (and related Sections/Divisions)**

- control wiring unless specified in this section
- all civil concrete, excavation or backfill work including shoring and bedding

- cast iron covers for pull pits
- precast and/or cast in place concrete products such as pullboxes
- duct drainage and associated backwater valves
- backing
- fire stopping unless specified in this section
- painting unless specified in this section
- painting also specified in Section 9900 Painting
- fire related drywall enclosures for panelboard and light fixtures
- cutting, patching or coring unless due to error by this trade
- seismic restraint, seismic restraint design, approvals or seals unless specified in this section
- temporary lighting unless specifically detailed on the electrical drawings that are part of the Bid for the Division 16 work
- x-rays for cutting, coring, patching unless due to error by this trade

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## APPENDIX B

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### **REGIONAL CONSTRUCTION ASSOCIATION OFFICES**

For projects within the **Southern Interior Region** contact:

Southern Interior Construction Association  
#104 – 151 Commercial Drive  
Kelowna, BC V1X 7W2  
Phone: 250-491-7330 Fax: 250-491-3929

For projects within the **Northern Region** contact:

BC Construction Association - North  
3851 - 18th Avenue  
Prince George, BC V2N 1B1  
Phone: 250-563-1744 Fax: 250-563-1107

For projects on **Vancouver Island** contact:

Vancouver Island Construction Association  
1075 Alston Street  
Victoria, BC V9A 3S6  
Phone: 250-388-6471 Fax: 250-388-5183

For projects in **Vancouver & Lower Mainland Region** contact:

Vancouver Regional Construction Association  
3636 East 4th Avenue  
Vancouver, BC V5M 1M3  
Phone: 604-294-3766 Fax: 604-298-9326

**Addresses:** BCCA makes every effort to ensure these addresses are current, but can assume no responsibility for their accuracy at the time of use. Please contact your local construction association or the *BidCentral Online Bidding for Subcontractors Administrator* in the Region where the project is closing to verify all current addresses.

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# APPENDIX C

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## BCCA BIDCENTRAL ONLINE BIDDING FOR SUBCONTRACTORS BID BOND

\_\_\_\_\_ as Principal, hereinafter called  
the Principal, and \_\_\_\_\_  
(Surety)

duly authorized to transact the business of Suretyship as Surety, hereinafter called the Surety, are held and firmly bound unto the **Successful General Contractor as Obligee**, thereafter called the Obligee, in the amount of **Ten Percent (10%) of the said Bid** sum in lawful money of Canada, for the payment of which sum, well and truly to be made, the Principal and the Surety bind themselves, their heirs, executors, *administrators*, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a written Bid to the Obligee, for

\_\_\_\_\_  
(Project Name)

,which closes on the, \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, or at such a later date as may be determined by the Bid Calling Authority; such later date not to exceed thirty (30) days from the original closing date.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the aforesaid Principal shall have the *Bid* accepted within the validity period as stipulated in the *Project Documents* by the *Bid Calling Authority* for the *Successful General Contractor* and the said Principal will, within the time required, enter into a formal contract and provide the specified security to secure the performance of the terms and conditions of the Contract, then this obligation shall be null and void; otherwise the Principal and the Surety will pay unto the Obligee the difference in money between the amount of the *Bid* of the said Principal and the amount for which the Obligee legally contracts with another party to perform the work if the latter amount be in excess of the former.

The Principal and Surety shall not be liable for a greater sum than the specified penalty of this bond, provided, however, that if the Principal shall refuse to enter into a formal contract if awarded less than all of the work described, the Surety's liability shall not exceed Ten Percent (10%) if the amount of the *Bid* for the work so awarded to the Principal.

Any suit under this *Bond* must be instituted before the expiration of six months from the date of this *Bond*.

**IN WITNESS WHEREOF**, the Principal and the Surety have Signed and Sealed

this Bond this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**Signed and Sealed**  
In the presence of

( \_\_\_\_\_  
( \_\_\_\_\_  
( \_\_\_\_\_(Seal)  
( Principal  
( \_\_\_\_\_  
( \_\_\_\_\_  
( \_\_\_\_\_  
( \_\_\_\_\_(Seal)  
( Attorney-in-fact



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## APPENDIX D

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### BC CONSTRUCTION ASSOCIATION'S BIDCENTRAL ONLINE BIDDING for SUBCONTRACTORS ADMINISTRATION

- |   |   |  |
|---|---|--|
| <p>( ) <i>Victoria BidCentral Online Bidding for Subcontractors Administrator</i><br/>c/o Vancouver Island Construction Association<br/>Fax: 250-388-5183</p> | <p>( ) <i>Prince George BidCentral Online Bidding for Subcontractors Administrator</i><br/>c/o Prince George Construction Association<br/>Fax: 250-563-1107</p>                       | <p>( ) <i>Kamloops BidCentral Online Bidding for Subcontractors Administrator</i><br/>c/o Southern Interior Construction Association<br/>Fax: 250-828-6634</p> |
| <p>( ) <i>Nanaimo BidCentral Online Bidding for Subcontractors Administrator</i><br/>c/o Vancouver Island Construction Association<br/>Fax: 250-758-1286</p>  | <p>( ) <i>Vancouver &amp; Lower Mainland BidCentral Online Bidding for Subcontractors Administrator</i><br/>c/o Vancouver Regional Construction Association<br/>Fax: 604-298-9472</p> | <p>( ) <i>Kelowna BidCentral Online Bidding for Subcontractors Administrator</i><br/>c/o Southern Interior Construction Association<br/>Fax: 250-491-3929</p>  |

DATE: \_\_\_\_\_

PROJECT: \_\_\_\_\_

Please be advised that we {will/will not} be bidding on the project as a *General Contractor*.

We will be bidding "*OWN FORCES*" ON:

\_\_\_\_\_  
\_\_\_\_\_

NOTE: Where notification of intent to bid received at *BidCentral Online Bidding for Subcontractors* after the corresponding hour two *Working Days* prior to the *BidCentral Online Bidding for Subcontractors* Closing, a request for the *General Contractor's* disqualification will be issued.

COMPANY: \_\_\_\_\_

STREET: \_\_\_\_\_ CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT: \_\_\_\_\_

Disclaimer: *General Contractors* who have properly responded to *BidCentral Online Bidding for Subcontractors* by completing and forwarding this form are considered to have complied with the requirements of Rule 4.A.(i). PLEASE NOTE: The circulation of this form by *BidCentral Online Bidding for Subcontractors* is a courtesy, and *BidCentral Online Bidding for Subcontractors* and its agents accept no responsibility for ensuring that each *General Contractor* receives this form. Regardless of whether this form is, or is not, received by the *General Contractor*, it will always be the responsibility of the *General Contractors* to comply with the requirements of Rule 4.A.(i).

## **V    RULE CLARIFICATIONS**



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## **RULE CLARIFICATION NO. 1.0**

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### **BIDCENTRAL ONLINE BIDDING FOR SUBCONTRACTORS RULES OF PROCEDURE**

#### **CASH ALLOWANCES**

##### **Paragraph (vi) of Section III, 3. Trade Contractors, C. Bid Content**

Cash allowances or other stipulated sums required by the *Project Documents* should be *bid* as follows:

1. Exclude fees or cash allowances for service connections unless specified in the trade section, as per the Standard Exclusions in [Appendix A](#) of the Rules.
2. Where it is clearly a requirement for the *Trade Contractor* to include the specified allowance or sum, other than those listed in item 1 above, include the amount in the *BidCentral Online Bidding for Subcontractors* price.

**If questions or complaints are received, *BidCentral Online Bidding for Subcontractors* will interpret and apply the rules as follows:**

For there to be a clear requirement for the *Trade Contractor* to include the specified allowance or sum the *Project Documents* must state the requirement in terms similar to:

- Division X or Section X shall include an allowance of \$.  
Example: Division 16 shall include an allowance of \$1000.00 for type A light fixture.
- or
- The trade contractor shall include an allowance of \$.  
Example: The mechanical contractor shall include an allowance of \$1000.00 for Seismic Design.
- \* It will not be a requirement for a *Trade Contractor* to include the specified allowance or sum if it is specified in more than one location and the *Project Documents* require the 'Contractor' or 'Bidder' (*Bidder* is defined as the *General Contractor*) or 'Tenderer' to include the allowance.
- \* If a *Bidder* is not sure there is clearly a requirement to include the specified allowance or sum it is recommended they include the allowance in the on-line bid form.
- \* If a *Trade Contractor* provides any other form of communication after the *BidCentral Online Bidding for Subcontractors* closing, to indicate that the allowance or sum was included in the bid this will constitute an amendment after the *BidCentral Online Bidding for Subcontractors* closing which alters the *Bid* price and will be considered to be in contravention of the Rules.
- \* *Trade Contractors* are not obligated to carry an allowance even if the documents and rules require them to include it as part of their bid. *Trade Contractors* may identify on the on-line Bid Form that they have not included an allowance they should have included. However, where the requirements of the *BidCentral Online Bidding for Subcontractors Rules of Procedure for On-line Bidding* indicate that a *Trade Contractor* was to have included a cash allowance and did not, the *General Contractor* may assign the allowance or sum to the *Trade Contractor* for the amount of the allowance or sum only. Under this consideration a *Trade Contractor* would have to include the overhead and markups associated with the allowance in their original bid amount.



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## **RULE CLARIFICATION NO. 2.0**

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### **BIDCENTRAL ONLINE BIDDING FOR SUBCONTRACTORS RULES OF PROCEDURE**

#### **SEPARATE PRICES**

#### **Paragraph (iii) & (iv) of Section III. 3. Trade Contractors, C. Bid Content**

*Alternative, Alternate or separate prices* required by the *Project Documents* are to be *Bid* as follows:

[Review the Instructions to *Bidders, General Contractors'* bid form, General Conditions, Supplementary General Conditions and General Requirements (Division 1) to determine if any *separate or alternate prices* are required. For clarity it may be necessary to review the specific Section or Division for any detailed information about the work that relates to an *alternate or separate price* for that Section or Division.]

1. Clearly identify on the Bid Form, as an addition or deletion as required.
2. Clearly identify on the Bid Form, with a zero dollar amount as an addition or deletion or “no change”, if the work specified does not affect the *Bid* price.

#### **IF QUESTIONS OR COMPLAINTS ARE RECEIVED, BIDCENTRAL ONLINE BIDDING FOR SUBCONTRACTORS WILL INTERPRET AND APPLY THE RULES AS FOLLOWS:**

*Alternative, alternate or separate prices* must be *bid* through *BidCentral Online Bidding for Subcontractors*.

Any instructions to the *General Contractors* which permit them to provide *alterative, alternate or separate prices* after their tender closing are not applicable to *Trade Contractors*.

If the required *alternative, alternate or separate prices* are not identified on the *Bid Form*:

The *Bid* will be considered to be in contravention of the Rules.

Several trades may be involved in the work identified as an *alternativie, separate or alternate price* requirement. If the *Project Documents* do not specifically identify which trade sections or division (such as in the addition or deletion of a room or portion of a building): *Trade Contractors* would review these items and provide the appropriate price as required. If the work does not affect the *Bid* price, acknowledge by inserting a zero dollar amount or indicating “no change”, or similar language, on the *Bid Form*:

- *If there is no reference, price or amount indicated for a clearly required alternative, alternate or separate price on the Bid Form, the Bid will be considered to be in contravention of the Rules. It will be up to any party who complains to prove without doubt that there was a requirement for an alternative, separate or alternate price from a specific trade.*
- *Bidders may, for the purposes of clarity, indicate \$0 or N/A (Not Applicable) for alternative, alternate or separate prices that do not affect the work of this trade but are not required to do so.*
- *Where Trade Contractors are clearly required to provide an alternative/separate/alternate/unit price(s), an explicit dollar value reference must be made on the Bid Form (i.e. \$0.00 or Nil are acceptable; N/A is not acceptable).*



**RULE CLARIFICATION NO. 3.0**

**BIDCENTRAL ONLINE BIDDING FOR SUBCONTRACTORS RULES OF PROCEDURE**

**APPENDIX A, DIVISION 15 – MECHANICAL EXCLUSIONS**

**IF QUESTIONS OR COMPLAINTS ARE RECEIVED, *BIDCENTRAL ONLINE BIDDING FOR SUBCONTRACTORS* WILL INTERPRET AND APPLY THE RULES AS FOLLOWS:**

**1. OUTSIDE SERVICE PIPING ... BEYOND ONE METER OF THE BUILDING (WHEN NOT SHOWN OR SPECIFIED ON THE MECHANICAL DRAWINGS OR DIVISION 15 SPECIFICATIONS)**

Outside service piping will be considered to include only: all water lines, sanitary sewer lines (including septic fields) and storm sewers. Natural gas lines from the meter to the building are included in the *Bid* for Division 15 Mechanical regardless.

Outside service piping is to be included in the *Bid* for Division 15 when it is shown or specified in one of either the Mechanical Drawings or Division 15 specifications and as defined herein:

When outside service piping is:	Excluded	Included
1. Specified in Division 15		x
2. Shown on the Mechanical Drawings		x
3. Specified and shown on the Mechanical Drawings		x
4. Shown on Civil drawings and specified in Division 15		x
5. Specified in Division 2 and shown on Mechanical Drawings		x
6. Specified in Division 2 and shown on Civil Drawings*	x	
7. Specified and shown on Civil Drawings*	x	
Both condition 1. and 6. above exist*	x	
Both condition 1. and 7. above exist*	x	

\*The *Bidder* for Division 15 is only responsible for any defined (a measurement is indicated) portion of the site service piping shown on the Mechanical Drawings, even if it is more than one meter beyond the building.

Should outside site service piping be specified other than in Division 15 (generally Division 2), but be shown on the Mechanical drawings, then the work of the section(s) relating to the outside site service piping shall be included in the *Bid* for Division 15. The exclusions for Division 15 shall apply to the work of this other section(s).

Stipulated sums/cash allowances/fees for service connections specified in this other section(s) or on the Mechanical drawings shall also be included. The exception to this is identified in Rule Clarification 1.

## RULE CLARIFICATION NO. 3.0 (Continued)

When specified as:	Excluded	Included
Cash allowance specified only in Division 2 when the outside service piping is included in the <i>Electroinc Bidding System Bid</i>		x
Cash Allowance specified in Division 2 and on the <i>GC Bid Form</i> or <i>Instructions To Bidders</i> when the outside service piping is included in the <i>Electronic Bidding System Bid</i>	x	
Connection fees specified in Division 2 when the outside service piping is included in the <i>Electronic Bidding System Bid</i>		x
Connection fees specified in Division 2 and on the <i>GC Bid Form</i> or <i>Instructions To Bidders</i> when the outside service piping is included in the <i>Electronic Bidding System Bid</i>	x	

If outside service piping (with the exception of natural gas line from the natural gas meter to the building) is not shown or specified on one of either the mechanical drawings or specified in Division 15, the Mechanical Contractor must include in his scope the work to extend the piping for a length of one meter beyond the building wall. Where site service piping runs parallel to a building wall but is within one metre of the wall, the *Bid* for Division 15 Mechanical shall include only one lineal metre of piping.

### 2. CONCRETE WORK

Concrete work, whether inside or outside the building, is defined to include both precast and poured in-place concrete for structures such as catch basins, thrust blocks, manholes, interceptors, sumps, sandtraps, lift stations, trench drains, chambers, vaults and tanks. The tops, frames, covers and/or grates for all of the above are also excluded from the *Bid* for Division 15 Mechanical.

### 3. WEEPING TILE AND/OR FOOTING DRAINS

Where solid sections of pipe for weeping tile and/or footing drainage systems run under the building and connect directly (no perforated pipe) to the storm drainage system or to a sump/man hole, they are to be included in the *Bid* for Division 15.



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## **RULE CLARIFICATION NO. 4.0**

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### ***BIDCENTRAL ONLINE BIDDING FOR SUBCONTRACTORS RULES OF PROCEDURE***

#### ***GENERAL CONTRACTORS' OWN FORCES BID***

##### **Paragraphs (i) & (iv) of Section III.4. General Contractors. B. Own Forces Bid**

- (i) *General Contractors* intending to perform any of the specified *BidCentral Online Bidding for Subcontractors* sections or division of work with that Contractor's *Own Forces*, must notify, in writing, all closing *Administrators* of the decision to do so, no less than two *working days* before the *BidCentral Online Bidding for Subcontractors* closing time.
- (ii) *General Contractors* who have notified the *Administrator* in the region where the project is located of their intention to *Bid* a section or division as *Own Forces* work and who wish to withdraw from bidding *Own Forces* must notify the *Administrator* in the region where the project is closing not less than two *working* before the *BidCentral Online Bidding for Subcontractors* closing time.

#### **IF QUESTIONS OR COMPLAINTS ARE RECEIVED, *BIDCENTRAL ONLINE BIDDING FOR SUBCONTRACTORS* WILL INTERPRET AND APPLY THE RULES AS FOLLOWS:**

Section I. Definitions of the *BidCentral Online Bidding for Subcontractors* Rules of Procedure currently defines "*Own Forces*" as the work performed by a *General Contractor* for a trade section or division specified to be a *BidCentral Online Bidding for Subcontractors* trade. The work of that trade will be carried out by the *General Contractor's* own employees. "Working day" is defined in Section I of the Rules as any 24 – hour day of the week excluding Saturdays, Sundays and statutory holidays. (Note this does not exclude any industry-designated holiday.)

The following definition will be applied:

*The required "two working days" notice is defined as no less than 48 hours notice prior to the Electronic Bidding System closing time, such 48 hours to include two consecutive days of the week, excluding Saturdays, Sundays and statutory holidays.*

For example, if *BidCentral Online Bidding for Subcontractors* closes at 3:00 pm on Wednesday, the deadline for accepting written bidding *Own Forces* notices is 3:00 pm on Monday. If the *BidCentral Online Bidding for Subcontractors* closing is 3:00 pm on Tuesday, the deadline is 3:00 pm on Friday. The appropriate deadline will be strictly enforced.



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## RULE CLARIFICATION NO. 5.0

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### **BIDCENTRAL ONLINE BIDDING FOR SUBCONTRACTORS RULES OF PROCEDURE**

#### **SELECTION OF TRADE CONTRACTORS**

Paragraph (1) of Section III, 4. *General Contractors*,

C. Selection for Use of *BidCentral Online Bidding for Subcontractors Bids*

**IF QUESTIONS OR COMPLAINTS ARE RECEIVED, BIDCENTRAL ONLINE BIDDING FOR SUBCONTRACTORS WILL INTERPRET AND APPLY THE RULES AS FOLLOWS:**

**1. Alternative, Alternate, Separate or Unit Prices**

When the *Project Documents* require that the *General Contractor's GC Bid Form* include alternative prices, *separate prices*, *alternate prices* or unit prices, these same prices, submitted as required by the *Trade Contractors* on their on-line *Bid form*, are considered part of the *Trade Contractors' Bid* and cannot be used separately from the *Bid*.

*General Contractors* selecting a *Bidder* for the Stipulated Sum portion of the work are also selecting this same *Bidder* for any specified *alternative prices*, *separate prices*, *alternate prices* or *unit prices*.

**2. Determination of the Lowest Compliant Bidder Pursuant to Rule 4.C.(i)(b).ii and 6.G.(ii)**

The requirement for determination of the lowest compliant *Bidder* applies in the following circumstances only:

- a) under Rule 4.C.(i)(a). where the *Project Documents* require the selection of a *Bidder* and a *GC Bid* contains an irregularity set out in Rule 6.G.(ii); and
- b) under Rule 4.C.(i)(b).ii where the *Project Documents* do not require the selection of a *Bidder* and a *General Contractor* has chosen not to select a *Bidder* for a division or section required to be *Bid*.

For the purposes of calculating the lowest compliant *Bid* as set out in Rule 4.C.(i).b).ii and 6.G. (ii), only price will be considered. The price of the lowest compliant *Bidder* will be determined by the *Bid* price and based on the following application of cash allowances or other stipulated sums (see Rule 3.C.vi) and *Alternative, Alternate or Separate Prices*:



Cash allowances or other stipulated sums – These amounts will not be considered in the determination of the lowest compliant *Bidder* and will be deducted from the *Bid* price, where included, in determination of the lowest compliant *Bidder*.

*Alternative Prices* – As *Alternative Prices* can be either an *Alternate* or a *Separate Price*, the use of same in the determination of the lowest compliant *Bidder* will be based on whether the *Alternative Price* is a *Alternate Price* or a *Separate Price*, as set out herein.

*Alternate Prices* – *Alternate Prices* will not be considered in the determination of the lowest compliant *Bidder*.

*Separate Prices* – Where *Separate Prices* are listed as a deduction from the *Bid* price the deduction will be taken into account in determining the lowest compliant *Bidder*. Where *Separate Prices* are listed as an addition to the *Bid* price the addition will not be taken into account in determining the lowest compliant *Bidder*.

**Example of a *Separate Price* Calculation for the Lowest Compliant *Bidder***

<u><i>Bidder</i></u>	<u><i>Bid</i> Amount</u>	<u>Separate Price Amount</u>	<u>Low <i>Bid</i> Amount</u>
Bidder A	\$ 770,500.00	(\$ 25,000.00) Deduct	\$ 745,500.00
Bidder C	\$ 680,000.00	\$ 40,000.00 Add	\$ 680,000.00
Bidder E	\$ 720,000.00	(\$ 45,000.00) Deduct	\$ 675,000.00 (Low Bid)
Bidder F	\$ 930,000.00	\$ 35,000.00 Add	\$ 930,000.00



**RULE CLARIFICATION NO. 6.0**

**BIDCENTRAL ONLINE BIDDING FOR SUBCONTRACTORS RULES OF PROCEDURE**

**BID CONTENT**

**Paragraph (i) & (ii) 3. Trade Contractors, C. Bid Content**

**If questions or complaints are received, *BidCentral Online Bidding for Subcontractors* will interpret and apply the rules as follows:**

The scope of work for *Bids* for Sections or Divisions specified to be submitted through *BidCentral Online Bidding for Subcontractors* are to:

1. Be in accordance with all drawings, specifications, addenda, pre-bid interpretations and the current *BidCentral Online Bidding for Subcontractors* Rules of Procedure;
2. Include all work specified within the trade section or division except as required under Appendix A, Standard Exclusions;
3. Exclude work defined as ‘Related Work’ at the beginning of the trade section (except as defined herein).

Example Specification Format

<b>Specification Clause</b>	<b><i>Electronic Bidding System Bid to Exclude/Include</i></b>
1.0 General	
1.1 Related Work	Exclude work (unless also listed in 1.2, 2.0 or 3.0 below)
1.2 Scope of Work/ System Description	Include all work regardless of how it is described or whether it is also in another section; with the exception of Exclusions listed in Appendix A of the Rules.
(Alternate) 1.2.1 Related Work	Exclude as per 1.1 above.
2.0 Materials/Products	Include all work regardless of how it is described or whether it is also in another section; with the exception of Exclusions listed in Appendix A of the Rules.
3.0 Execution	Include all work regardless of how it is described or whether it is also in another section; with the exception of Exclusions listed in Appendix A of the Rules.

The requirement to ‘Include all work regardless of how it is described or whether it is also in another Section’ may cause uncertainty as work may be described differently in one Section from another. Nonetheless, *Bidders* are required to *Bid* on the work of their Section regardless of how it is described elsewhere in the documents. For example work described in the Section being *Bid* might be defined as being painted, however, another section describes the work as pre-finished; the section being *Bid* (Painting in this example) must include for the work being finished as specified in the Section being *Bid*. If there is any question regarding scope of work requirements contact the *Administrator*.

If a *Trade Contractor* provides scope of work clarifications or any other form of communication after the *BidCentral Online Bidding for Subcontractors* closing to indicate that work was included or excluded in the *Bid* this will constitute an amendment after the *BidCentral Online Bidding for Subcontractors* closing which alters the *Bid* price and will be considered to be a contravention of the Rules.



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## **RULE CLARIFICATION NO. 7.0**

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***BIDCENTRAL ONLINE BIDDING FOR SUBCONTRACTORS RULES OF PROCEDURE***

**USING MASTERFORMAT 2004  
WITH THE  
*BIDCENTRAL ONLINE BIDDING FOR  
SUBCONTRACTORS RULES  
OF PROCEDURE***

**This Rule Clarification will be used to identify the differences in the BidCentral Online Bidding for Subcontractors Rules of Procedure when Project Documents are being created or are issued using the CSC/CSI MasterFormat 2004. The Section and Division numbers used are for reference only and may vary from the numbers contained in the actual specifications.**

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<b>Rule Clarification 3.0 – Mechanical Exclusions</b>	<b>Pages 7 &amp; 8</b>

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# RULE CLARIFICATION NO. 7.0

## (Continued)

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### **Rule 1.G. BidCentral Online Bidding for Subcontractors** **Sections/Divisions and Related Sections**

Supplementary requirements for MasterFormat 2004

The list within the Rules is as per MasterFormat 1995. The following list replaces those Sections/Divisions for MasterFormat 2004. Where the Section/Division(s) is not addressed refer to the conversion chart for MasterFormat 1995 to MasterFormat 2004 as attached herein.

#### **MASONRY RELATED SECTIONS**

Section 040513 Masonry Mortaring  
Section 040516 Masonry Grouting  
Section 040519 Masonry Anchorage and Reinforcing  
Section 040523 Masonry Accessories  
Section 042000 Unit Masonry  
Section 042100 Clay Unit Masonry (Brick)  
Section 042200 Concrete Unit Masonry  
Section 042219 Insulated Concrete Unit Masonry  
Section 042300 Glass Unit Masonry  
Section 072123 Loose-Fill Insulation (for masonry only)

#### **STEEL RELATED SECTIONS**

Section 051200 Structural Steel Framing  
Section 051300 Structural Stainless-Steel Framing  
Section 052000 Metal Joists  
Section 053000 Metal Decking  
Section 053600 Composite Metal Decking  
Section 055000 Metal Fabrications/Miscellaneous Metals  
Section 055100 Metal Stairs  
Section 055200 Metal Railings  
Section 055300 Metal Gratings (Catwalks and Stairs)

#### **ARCHITECTURAL WOODWORK RELATED SECTIONS**

Section 062000 Finish Carpentry  
Section 064000 Architectural Woodwork  
Section 066116 Solid Surfacing Fabrications  
Section 123553 Laboratory Casework

#### **ROOFING RELATED SECTIONS**

Section 073113 Asphalt Shingles  
Section 073126 Slate Shingles  
Section 073129 Wood Shingles and Shakes  
Section 073213 Clay Roof Tiles  
Section 073216 Concrete Roof Tiles  
Section 073219 Metal Roof Tiles

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## RULE CLARIFICATION NO. 7.0 (Continued)

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*Section 075100 Built-Up Bituminous Roofing (including insulation)*  
*Section 075200 Modified Bituminous Membrane Roofing (including insulation)*  
*Section 075300 Elastomeric Membrane Roofing (including insulation)*  
*Section 075556 Fluid-Applied Protected Membrane Roofing*  
*Section 076000 Flashing and Sheet Metal*

### **WOOD DOORS**

*Section 081400 Wood Doors*  
*Section 081500 Plastic Doors*

### **WINDOWS AND DOOR RELATED SECTIONS**

*Section 084113 Aluminum-Framed Entrances and Storefronts*  
*Section 084126 All-Glass Entrances and Storefronts*  
*Section 084229 Automatic Entrances*  
*Section 084400 Curtain Wall and Glazed Assemblies*  
*Section 085113 Aluminum Windows*  
*Section 085313 Vinyl Windows*  
*Section 086200 Unit Skylights*  
*Section 086300 Metal Framed Skylights*  
*Section 088000 Glazing*

### **WALL & CEILING RELATED SECTIONS**

*Section 053600 Composite Metal Decking*  
*Section 054100 Structural Metal Stud Framing*  
*Section 072100 Thermal Insulation*  
*Section 072113 Board Insulation (including crawl space insulation)*  
*Section 072400 Exterior Insulation and Finish Systems*  
*Section 072600 Vapour Retarders*  
*Section 092213 Metal Furring*  
*Section 092216 Non-Structural Metal Framing*  
*Section 092226 Suspension Systems*  
*Section 092236 Lath*  
*Section 092300 Gypsum Plastering*  
*Section 092400 Portland Cement Plastering*  
*Section 092900 Gypsum Board*  
*Section 095100 Acoustical Ceilings*  
*Section 095300 Acoustical Ceiling Suspension Assemblies*  
*Section 095400 Specialty Ceilings (including metal linear & integrated ceilings)*  
*Section 095600 Textured Ceilings (and wall coatings)*  
*Section 098100 Acoustic Insulation*  
*Section 098400 Acoustic Room Components*  
*Section 102219 Demountable Partitions (including pre-finished gypsum board)*  
*Section 134900 Radiation Protection*

### **FLOORING RELATED SECTIONS**

*Section 093000 Tiling*  
*Section 096400 Wood Flooring*  
*Section 096500 Resilient Flooring*  
*Section 096800 Carpeting*  
*Section 097300 Wall Carpeting*

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## RULE CLARIFICATION NO. 7.0 (Continued)

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### **PAINTING AND WALLCOVERING RELATED SECTIONS**

*Section 071900 Water Repellants*  
*Section 097200 Wall Coverings*  
*Section 099100 Painting*  
*Section 099623 Graffiti-Resistant Coatings*  
*Section 099659 High-Build Glazed Coatings*  
*Section 099700 Special Coatings*  
*Section 099800 Abrasive Blasting (Sand Blasting)*

### **MECHANICAL RELATED DIVISIONS/SECTIONS**

*Combined bids only:*  
*Division 21 Fire Suppression*  
*Division 22 Plumbing*  
*Division 23 Heating, Ventilation and Air Conditioning*  
*[also include as part of the combined bid when appropriate, the related work from Division 25 Integrated Automation, Division 33 Utilities (such as 335000 Fuel Distribution Utilities and 336000 Hydronic & Steam Energy Utilities) and Division 40 to 49 Process Equipment Subgroup]*

### **ELECTRICAL RELATED DIVISIONS/SECTIONS**

*Division 26 Electrical*  
*Division 27 Communications*  
*Division 28 Electronic Safety and Security*  
*[also include as part of a combined bid with Division 26, when appropriate, the related work from Division 25 Integrated Automation, Division 33 Utilities (such as 337000 Electrical Utilities and 338000 Communications Utilities), Division 34 Transportation (such as 344113 Traffic Signals) and Division 48 Electrical Power Generation]*

### **EXTERIOR IMPROVEMENTS**

#### **ASPHALT PAVING**

*Section 321216 Asphalt Paving*  
*(also include appropriate related work from 321100 Base Courses, 321200 Flexible Paving and 321619 Asphalt Curbs)*

### **LANDSCAPE RELATED SECTIONS**

*Section 321400 Unit Paving*  
*Section 328000 Irrigation*  
*Section 329000 Planting Preparation (including topsoil)*  
*Section 329200 Turf and Grasses (including maintenance)*  
*Section 329300 Plants (including maintenance)*  
*Section 329400 Planting Accessories*  
*Section 329600 Transplanting (including maintenance)*

# RULE CLARIFICATION NO. 7.0 (Continued)

## APPENDIX A – STANDARD EXCLUSIONS

### Supplementary requirements for MasterFormat 2004

Standard Exclusions will apply where applicable to the equivalent Section or Division(s) as per the conversion chart for MasterFormat 1995 to MasterFormat 2004 as follows:

<b>MasterFormat 1995</b>	<b>MasterFormat 2004</b>
<b>Section Number / Name</b>	<b>Section Number / Name</b>
<b>DIVISION 0 - BIDDING AND CONTRACT REQUIREMENTS</b>	<b>DIVISION 00 - PROCUREMENT AND CONTRACT REQUIREMENTS</b>
<b>DIVISION 1 - GENERAL REQUIREMENTS</b>	<b>DIVISION 01 - GENERAL REQUIREMENTS</b>
<b>DIVISION 2 - SITEWORK</b>	<b>DIVISION 02 - EXISTING CONDITIONS</b>
02740 ASPHALTIC CONCRETE (PAVING)	321216 ASPHALTIC CONCRETE (PAVING)
02900 LANDSCAPING	329000 LANDSCAPING
<b>DIVISION 3 - CONCRETE</b>	<b>DIVISION 03 - CONCRETE</b>
03200 CONCRETE REINFORCEMENT	032000 CONCRETE REINFORCEMENT
03250 POST TENSIONING	033800 POST TENSIONING
03400 PRECAST CONCRETE	034000 PRECAST CONCRETE
<b>DIVISION 4 - MASONRY</b>	<b>DIVISION 04 - MASONRY</b>
04000 MASONRY (and all related sections)	040000 MASONRY (and all related sections)
<b>DIVISION 5 - METALS</b>	<b>DIVISION 05 - METALS</b>
05100 STRUCTURAL METAL FRAMING	051000 STRUCTURAL METAL FRAMING
05300 METAL DECKING	053000 METAL DECKING
05310 METAL COMPOSITE DECK ASSEMBLIES	053600 COMPOSITE METAL DECKING
05500 MISCELLANEOUS METAL	055000 METAL FABRICATIONS
<b>DIVISION 6 - WOOD AND PLASTICS</b>	<b>DIVISION 06 - WOOD, PLASTICS AND COMPOSITES</b>
06200 FINISH CARPENTRY	062000 FINISH CARPENTRY
06400 ARCHITECTURAL WOODWORK	064000 ARCHITECTURAL WOODWORK
<b>DIVISION 7 - THERMAL AND MOISTURE PROTECTION</b>	<b>DIVISION 07 - THERMAL AND MOISTURE PROTECTION</b>
07210 BUILDING INSULATION	072100 THERMAL INSULATION
07212 RIGID INSULATION	072123 BOARD INSULATION
07215 SPRAYED APPLIED INSULATION	072129 SPRAYED INSULATION
07240 EXTERIOR INSULATION AND FINISH SYSTEMS	072400 EXTERIOR INSULATION AND FINISH SYSTEMS
07260 SHEET VAPOUR BARRIER	072600 VAPOUR RETARDERS
07311 ASPHALT SHINGLES	073113 ASPHALT SHINGLES
07317 SLATE SHINGLES	073126 SLATE SHINGLES
07318 CEDAR SHINGLES/SHAKES	073129 WOOD SHINGLES/SHAKES
07321 CLAY ROOFING TILES	073213 CLAY ROOFING TILES
07322 CONCRETE ROOFING TILES	073216 CONCRETE ROOFING TILES
07323 METAL ROOFING TILES	073219 METAL ROOFING TILES
07410 METAL ROOF AND WALL PANELS	074113 METAL ROOF PANELS
	074213 METAL WALL PANELS
07510 BUILT-UP ROOFINGS (and related sections)	075100 BUILT-UP ROOFINGS (and related sections)
07560 FLUID APPLIED ROOFING (and related sections)	075600 FLUID APPLIED ROOFING (and related sections)
07620 METAL FLASHINGS & TRIM	076200 METAL FLASHINGS & TRIM
07810 SPRAYED FIREPROOFING	078100 APPLIED FIREPROOFING

# RULE CLARIFICATION NO. 7.0

## (Continued)

**MasterFormat 1995**  
**Section Number / Name**

**DIVISION 8 - DOORS AND WINDOWS**

- 08210 WOOD DOORS (and related sections)
- 08330 ROLLER SHUTTER (INDUSTRIAL) DOORS
- 08360 OVERHEAD (INDUSTRIAL) DOORS
- 08370 VERTICAL LIFT (INDUSTRIAL) DOORS
- 08400 ALUMINUM ENTRANCES AND STOREFRONTS
- 08520 ALUMINUM WINDOWS
- 08600 SKYLIGHTS (METAL FRAMED & UNIT)
- 08800 GLASS AND GLAZING
- 08900 GLAZED CURTAIN WALL

**DIVISION 9 - FINISHES**

- 09110 METAL STUD SYSTEMS
- 09130 SUSPENSION SYSTEMS FOR ACOUSTICAL CEILINGS
- 09205 FURRING AND LATHING
- 09220 CEMENT PLASTER AND STUCCO
- 09250 GYPSUM WALLBOARD
- 09300 TILEWORK
- 09400 TERRAZZO
- 09510 ACOUSTICAL PANELS AND TILES
- 09545 SPECIALTY CEILINGS (including Metal Linear & Integrated ceilings)
- 09640 WOOD FLOORING
- 09650 RESILIENT FLOORING
- 09680 CARPETING
- 09720 WALL COVERINGS
- 09810 ACOUSTICAL BAFFLES
- 09840 ACOUSTICAL WALL TREATMENT
- 09900 PAINTING (and related sections)

**DIVISION 10 - SPECIALTIES**

- 10615 PREFINISHED DEMOUNTABLE PARTITIONS

**DIVISION 11 - EQUIPMENT**

**DIVISION 12 - FURNISHINGS**

**DIVISION 13 - SPECIAL CONSTRUCTION**

**DIVISION 14 - CONVEYING SYSTEMS**

- 14100 DUMBWAITERS
- 14200 ELEVATORS
- 14300 ESCALATORS & MOVING WALKWAYS

**DIVISION 15 - MECHANICAL**

**DIVISION 16 - ELECTRICAL**

**MasterFormat 2004**  
**Section Number / Name**

**DIVISION 08 - OPENINGS**

- 081400 WOOD DOORS (and related sections)
- 083500 FOLDING DOORS AND GRILLES
- 083323 OVERHEAD (INDUSTRIAL) DOORS
- 083600 PANEL DOORS
- 084000 ALUMINUM ENTRANCES AND STOREFRONTS
- 085100 ALUMINUM WINDOWS
- 086000 SKYLIGHTS (METAL FRAMED & UNIT)
- 088000 GLAZING
- 084400 CURTAIN WALL AND GLAZED ASSEMBLIES

**DIVISION 09 - FINISHES**

- 092216 NON-STRUCTURAL METAL FRAMING
- 092226 SUSPENSION SYSTEMS FOR ACOUSTICAL CEILINGS
- 092213 METAL FURRING
- 092236 METAL LATH
- 092400 CEMENT PLASTER AND STUCCO
- 092900 GYPSUM BOARD
- 093000 TILING
- 0946600 TERRAZZO
- 095100 ACOUSTICAL CEILINGS
- 095400 SPECIALTY CEILINGS (including Metal Linear & Integrated ceilings)
- 096400 WOOD FLOORING
- 096500 RESILIENT FLOORING
- 096800 CARPETING
- 097200 WALL COVERINGS
- 098100 ACOUSTIC INSULATION
- 098400 ACOUSTICAL ROOM COMPONENTS
- 099000 PAINTING (and related sections)

**DIVISION 10 - SPECIALTIES**

- 102219 PREFINISHED DEMOUNTABLE PARTITIONS

**DIVISION 11 - EQUIPMENT**

**DIVISION 12 - FURNISHINGS**

**DIVISION 13 - SPECIAL CONSTRUCTION**

**DIVISION 14 - CONVEYING EQUIPMENT**

- 141000 DUMBWAITERS
- 142000 ELEVATORS
- 143000 ESCALATORS & MOVING WALKWAYS

**DIVISION 21 - FIRE SUPPRESSION**

**DIVISION 22 - PLUMBING**

**DIVISION 23 - HEATING, VENTILATION & AIR CONDITIONING**

**DIVISION 26 - ELECTRICAL**

**DIVISION 27 - COMMUNICATIONS**

**DIVISION 28 - ELECTRONIC SAFETY AND SECURITY**



# RULE CLARIFICATION NO. 7.0 (Continued)

## MASTER FORMAT 2004 FOR RULE CLARIFICATION NO. 3.0

### BIDCENTRAL ONLINE BIDDING FOR SUBCONTRACTORS RULES OF PROCEDURE

#### APPENDIX A, DIVISION 15 *OR DIVISION 22 UNDER MASTERFORMAT 2004* - MECHANICAL EXCLUSIONS-

IF QUESTIONS OR COMPLAINTS ARE RECEIVED, *BIDCENTRAL ONLINE BIDDING FOR SUBCONTRACTORS* WILL INTERPRET AND APPLY THE RULES AS FOLLOWS:

1. **OUTSIDE SERVICE PIPING ... BEYOND ONE METER OF THE BUILDING (*WHEN NOT SHOWN OR SPECIFIED ON THE MECHANICAL DRAWINGS OR DIVISION 15 SPECIFICATIONS OR DIVISION 22 UNDER MASTERFORMAT 2004*)**

Outside service piping will be considered to include only: all water lines, sanitary sewer lines (including septic fields) and storm sewers. Natural gas lines from the meter to the building are included in the tender for Division 15 Mechanical (*or Division 22 – under MasterFormat 2004*) regardless.

Outside service piping is to be included in the Bid for Division 15 when it is shown or specified in one of either the Mechanical Drawings or Division 15 specifications (*or Division 22 under MasterFormat 2004*) **and as defined herein:**

When outside service piping is:	Excluded	Included
1. Specified in Division 15 ( <i>or Division 22 under MasterFormat 2004</i> )		x
2. Shown on the Mechanical Drawings		x
3. Specified and shown on the Mechanical Drawings		x
4. Shown on Civil drawings and specified in Division 15 ( <i>or Division 22 under MasterFormat 2004</i> )		x
5. Specified in Division 2 ( <i>or Division 33 under MasterFormat 2004</i> ) and shown on Mechanical Drawings		x
6. Specified in Division 2 ( <i>or Division 33 under MasterFormat 2004</i> ) and shown on Civil Drawings*	x	
7. Specified and shown on Civil Drawings*	x	
Both condition 1. and 6. above exist*	x	
Both condition 1. and 7. above exist*	x	

\*The *Bidder* for Division 15 is only responsible for any defined (a measurement is indicated) portion of the site service piping shown on the Mechanical Drawings, even if it is more than one meter beyond the building.

Should outside site service piping be specified other than in Division 15 *or Division 22 under MasterFormat 2004* (generally Division 2 *or Division 33 under MasterFormat 2004*), but be shown on the Mechanical drawings, then the work of the section(s) relating to the outside site service piping shall be included in the *Bid* for Division 15 *or Division 22 under MasterFormat 2004*. The exclusions for Division 15 *or Division 22 under MasterFormat 2004* shall apply to the work of this other section(s).

Stipulated sums/cash allowances/fees for service connections specified in this other section(s) shall also be included. The exception to this is identified in Rule Clarification 1:

# RULE CLARIFICATION NO. 7.0 (Continued)

When specified as:	Excluded	Included
Cash allowance specified only in Division 2 <i>or Division 33 under MasterFormat 2004</i> when the outside service piping is included in the <i>Bid</i>		x
Cash Allowance specified in Division 2 <i>or Division 33 under MasterFormat 2004</i> and on the tender Form or Instructions To Bidders when the outside service piping is included in the <i>Bid</i>	x	
Connection fees specified only in Division 2 <i>or Division 33 under MasterFormat 2004</i> when the outside service piping is included in the <i>Bid</i>		x
Connection fees s specified in Division 2 <i>or Division 33 under MasterFormat 2004</i> and on the tender Form or Instructions To <i>Bidders</i> when the outside service piping is included in the <i>Bid</i>	x	

If outside service piping (with the exception of natural gas line from the natural gas meter to the building) is not shown or specified on one of either the mechanical drawings or specified in Division 15 *or Division 22 under MasterFormat 2004*, the Mechanical Contractor must include in his scope the work to extend the piping for a length of one meter beyond the building wall. Where site service piping runs parallel to a building wall but is within one metre of the wall, the *Bid* for Division 15 Mechanical *or Division 22 under MasterFormat 2004* shall include only one lineal metre of piping.

## 2. CONCRETE WORK

Concrete work, whether inside or outside the building, is defined to include both precast and poured in-place concrete for structures such as catch basins, thrust blocks, manholes, interceptors, sumps, sandtraps, lift stations, trench drains, chambers, vaults and tanks. The tops, frames, covers and/or grates for all of the above are also excluded from the tender for Division 15 Mechanical *or Division 22 under MasterFormat 2004*.

## 3. WEEPING TILE AND/OR FOOTING DRAINS

Where solid sections of pipe for weeping tile and/or footing drainage systems run under the building and connect directly (no perforated pipe) to the storm drainage system or to a sump/man hole, they are to be included in the *Bid* for Division 15 *or Division 22 under MasterFormat 2004*.



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## **RULE CLARIFICATION NO. 8.0**

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### **BIDCENTRAL ONLINE BIDDING FOR SUBCONTRACTORS RULES OF PROCEDURE**

#### **APPENDIX A, MECHANICAL AND ELECTRICAL EXCLUSIONS**

IF QUESTIONS OR COMPLAINTS ARE RECEIVED, BIDCENTRAL ONLINE BIDDING FOR SUBCONTRACTORS WILL INTERPRET AND APPLY THE RULES AS FOLLOWS:

Mechanical, Standard Exclusion:

- X-rays for cutting, coring, patching unless due to error by this trade.

Electrical, Standard Exclusion:

- X-rays for cutting, coring, patching unless due to error by this trade.

**If questions or complaints are received, *BidCentral Online Bidding for Subcontractors* will interpret and apply the rules as follows:**

- *X-raying will be deemed to also mean that scanning (GPR or similar) is also excluded where it is for cutting or coring for penetrations of structure, or other cutting or coring except as noted herein;*
- *When specified for cored or drilled fasteners related to the work of the trade, the Trade Contractor will be responsible for X-raying or scanning (GPR or similar).*

*\*This interim interpretation will be effective on all projects out for bidding after September 30, 2016. The BOBS Committee is issuing this interpretation with the understanding that Projects prior to this date could be open to other interpretations and as such Users should be aware of the need to request a clarification by a Pre-Bid Interpretation prior to bid closing. Where a project has already closed Users may contact the BOBS Administrator for an interpretation.*

## **VI COMPLAINT & APPEAL PROCESS**

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## VI COMPLAINT & APPEAL PROCESS

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### COMPLAINTS

#### Process

1. All Complaints against *General Contractors* and *Trade Contractors* will be accepted at any time.
2. The complaint must be in writing (the '[Complaint Form](#)' at the end of the Complaint & Appeal process may be used). It is the complainant's responsibility to make their case that a contravention has occurred, and must provide all supporting substantiation and documentation (such as appropriate sections of the specifications, instructions to *bidders*, addenda, etc.) The complaint must be submitted to the Regional *BidCentral Online Bidding for Subcontractors Administrator* together with the [complaint fee](#), or authorization to charge the fee to a Regional or Local *Construction Association* membership account. The Regional *Administrator* will ensure that all the information is in order and forward to the Provincial *Administrator*.
3. The Provincial *Administrator* will determine if the material provided is sufficient to initiate an investigation. The Provincial *Administrator* will also determine whether there is sufficient basis to proceed further.
4. The Provincial *Administrator* advises the contractor of the following: that a complaint has been received; the alleged contravention; the process that will be implemented; and, if appropriate, gives the contractor an opportunity to respond to the allegation in writing with supporting documentation.
5. Upon request, copies of the complaint or response may be provided to the parties to the complaint, as appropriate.
6. The Provincial *Administrator* will determine if the investigation necessitates accessing any or all other *Bids* and acts accordingly.
7. The complainant's *Bid* will be automatically accessed and the *Bid* reviewed, together with the subject(s) of the complaint, and the appropriate action taken if a contravention is found.
8. All *decisions* on complaints will be made by the Provincial *Administrator*, who may seek advice from appropriate experts on technical/construction issues forming the basis of a complaint. In the absence of the Provincial *Administrator*, all *decisions* on complaints will be made by a designated Regional *Administrator*, who may form a committee from authorized volunteers, or seek advice from appropriate experts on technical/construction issues forming the basis of a complaint. In the event that a complaint is of the nature that a competitive advantage may or may not exist and the *decision* requires a subjective opinion, the Provincial *Administrator* may choose to form a committee from the authorized volunteers and request a written opinion from the volunteers.
9. In accordance with the Rules, a *decision* will be made within fifteen (15) *working days* of receipt of a written complaint. Complaints will be dealt with in the order they are received by the Provincial *Administrator*. Complaints will be dealt with in as timely a

manner as possible, but there is no guarantee that a *decision* will be made four (4) hours prior to the *General Contractors'* closing.

## **Decisions**

### **A. Trade Contractors**

- (a) If there is a *decision* to disqualify a *Trade Contractor* for a contravention of the rules, *General Contractors* should be so notified four (4) hours or more before the *General Contractors* closing.
  - (i) The Provincial *Administrator* will notify all *General Contractors* by fax or email (marked URGENT) of the disqualification and advise them they will be in contravention of the Rules if they use the disqualified *Bid*. *General Contractors* must consider the disqualification valid if the fax is received prior to the *General Contractors'* closing time. Every effort will be made to provide notifications as early as possible.
  - (ii) The Provincial *Administrator* will notify the *Bid Calling Authority*, by fax or email, of any disqualified *Trade Contractors* bids; and that any *General Contractor* who uses a disqualified *Bid* will be in contravention of the Rules and their *Bid* shall be disqualified.
  - (iii) When through circumstances not defined in the Rules, and where a disqualification is not enforced, other sanctions may be applied.
- (b) If a *decision* is made less than four (4) hours before the *General Contractors'* closing that a *Bid* is in contravention of the rules, a penalty and/or other sanctions will be imposed. In accordance with the rules, a *Bid* cannot be disqualified after this time period, and is considered a valid *Bid*.
  - (i) Any penalty must be paid within thirty (30) days of the date of the notice of the *decision* (or within the same time period if a suspension from bidding is imposed and is less than thirty (30) days). Suspension of bidding will begin seven (7) *working days* from the date of notice of the *decision*, or the date of receipt of an advice that the contractor does not intend to appeal the *decision*, whichever is sooner. However, suspension of bidding will continue beyond the original sanction period until any penalty is paid. Where only a financial penalty was levied and such fine remains unpaid after thirty (30) days, a suspension of bidding may be applied. The amount of penalties may escalate with repeat of a contravention.
  - (ii) The Provincial *Administrator* will notify the parties to the complaint, and the Regional *Administrator* involved, of the *decision* and the resulting actions. The Regional *Administrator* will return the complaint fee to the appropriate party.
  - (iii) The Provincial *Administrator* will notify all Regional *Administrators* of any suspensions from bidding, and when bidding may be resumed. The Regional Associations will provide the information to all *BidCentral Online Bidding for Subcontractors Administrators* in their region.

- (c) If a *decision* is made that the rules were not contravened, the Provincial *Administrator* will notify the parties to the complaint and the Regional *Administrator* involved of the *decision*. The complaint fee will be retained by *BCCA*.
- (d) An appeal may be filed, in writing, with the provincial *Administrator* within seven (7) *working days* of the date of notice of the *decision*.
- (e) If a *decision* is made four (4) hours or more before the *General Contractors'* closing that the contractor has contravened the Rules, but did not have a competitive advantage (as allowed under Rule 6.G. *Bid Irregularities*), a penalty and/or other sanctions may be imposed.
  - (i) Any penalty must be paid within thirty (30) days of the date of the notice of the *decision* (or within the same time period if a suspension from bidding is imposed and is less than thirty (30) days). Suspension of bidding will begin seven (7) *working days* from the date of notice of the *decision*, or the date of receipt of an advice that the contractor does not intend to appeal the *decision*, whichever is sooner. However, suspension of bidding will continue beyond the original sanction period until any penalty is paid. Where only a financial penalty was levied and such fine remains unpaid after thirty (30) days, a suspension of bidding may be applied. The amount of penalties may escalate with repeat of a contravention.
  - (ii) The Provincial *Administrator* will notify the parties to the complaint, and the regional *Administrator* involved, of the *decision* and the resulting actions. The Regional *Administrator* will return the complaint fee to the appropriate party.
  - (iii) The Provincial *Administrator* will notify all Regional *Administrators* of any suspensions from bidding, and when bidding may be resumed. The *Regional Associations* will provide the information to all *BidCentral Online Bidding for Subcontractors Administrators* in their region.
- (f) Where a complaint is of the nature that it is not defined by the process herein, the procedures will be as determined by the *Provincial BidCentral Online Bidding for Subcontractors Committee* having regard to the particular circumstances of the issue under consideration.

## B. **General Contractors**

- (a) The Provincial *Administrator* will notify the *Owner* of any disqualified *Trade Contractors Bids*, and that any *General Contractor* who uses a disqualified *Bid* will be in contravention of the Rules and request that their *GC Bid* be disqualified.
  - (i) When through circumstances not defined in the Rules, and where a disqualification is not enforced, other sanctions may be applied.
- (b) If a *decision* is made prior to *GC Bid* award that a *General Contractor* contravened the Rules and provided an unfair competitive advantage:
  - (i) The Provincial *Administrator* will notify the *Owner* and request that the *Owner* disqualify that *General Contractor's GC Bid*.
  - (ii) The Provincial *Administrator* will notify the parties to the complaint and the Regional *Administrator* involved, of the *decision* and the resulting actions. The Regional *Administrator* will return the complaint fee to the appropriate party.
- (c) If a *decision* is made that a *General Contractor* contravened the Rules the *General Contractor* will be subject to penalties, suspensions from use of *BidCentral Online Bidding for Subcontractors* and/or other sanctions that may be imposed:
  - (i) The Provincial *Administrator* will notify the parties to the complaint, and the Regional *Administrator* involved, of the *decision* and the sanctions imposed. The Regional *Administrator* will return the complaint fee to the appropriate party.
  - (ii) Any penalty must be paid within thirty (30) days of the date of the notice of the *decision* (or within the same time period if a suspension from use of *BidCentral Online Bidding for Subcontractors* is imposed and is for less than thirty (30) days). Suspension of use will begin seven (7) *working days* from the date of notice of the *decision*, or the date of receipt of an advice that the *General Contractor* does not intend to appeal the ruling, whichever is sooner. However, suspension of use will continue beyond the original sanction period until any penalties are paid.
  - (iii) The Provincial *Administrator* will notify all Regional *Administrators* of any suspensions from use of *BidCentral Online Bidding for Subcontractors*, and when use may be resumed. The Regional Associations will provide this information to all *BidCentral Online Bidding for Subcontractors Administrators* in their region.
- (d) If a *decision* is made that the *General Contractor* did not contravene the Rules, the Provincial *Administrator* will notify the parties to the complaint, and the Regional *Administrator* involved, of the *decision*. The complaint fee will be retained by *BCCA*.
- (e) A written appeal may be filed with the Provincial *Administrator* within seven (7) *working days* of the date of notice of the *decision*.



- (f) Where a complaint is of the nature that it is not defined by the process herein, the procedures will be as determined by the *Provincial BidCentral Online Bidding for Subcontractors Committee* having regard to the particular circumstances of the issue under consideration.

## APPEALS

1. An appeal application and all supporting documentation must be received by the Provincial Administrator within seven (7) working days of the date of notice of the decision. The appeal application and all supporting documentation must be accompanied by the appropriate fee, or authorization to charge the fee to a local or Regional Construction Association membership account.
2. The other party(ies) involved will be notified of the appeal, provided with the appeal documentation and given an opportunity to provide a written response.
3. An appeal review committee of three (3) authorized volunteers from the Regional Associations will be formed to consider the appeal. The Appeal Review Committee will be appointed by the Chair of the Provincial BidCentral Online Bidding for Subcontractors Committee or its designated representative.
4. The Provincial Administrator will schedule a telephone conference meeting of the review committee. Appropriate arrangements will be made if any of the parties involved wish to make an oral presentation of their case.
5. The Provincial Administrator will:
  - (a) Assist the Chair of the Provincial BidCentral Online Bidding for Subcontractors Committee or its designated representative with the appointment of the Appeal review committee.
  - (b) Manage all correspondence and communication with the Appeal Review Committee.
  - (c) Consult with the Appeal review committee on the reasoning and rationale for the decision and all penalties and/or other sanctions that were imposed. The Provincial Administrator will provide the information for the reasoning and rationale for the decision directly to the Appeal review committee and may respond to any issues, positions or arguments made or advanced by the party appealing the decision.
6. In accordance with the Rules of Procedure for *BidCentral Online Bidding for Subcontractors*, a decision will be made within ten (10) working days of receipt of a written appeal.

If the appeal is upheld and the initial decision overturned:

- (a) The appeal fee will be returned.
- (b) Any penalties and/or other sanctions imposed will be rescinded.

(c) The Provincial Administrator will notify the parties to the complaint of the decision.

7. If the initial decision is upheld, any penalties and/or other sanctions imposed will become effective from the date of notice of the Appeal Review Committee's decision.

If the party appealing the initial decision retains legal counsel with respect to the appeal and the initial decision is upheld by the Appeal review committee, the Appeal Review Committee may, in its sole and absolute discretion, order that the party appealing the initial decision pay all or part of the BCCA's legal fees, and related taxes and disbursements, incurred with respect to the appeal.

8. The Appeal Review Committee's decision is final.

*Note 1: Trade Contractors should be aware that if their Bid has been disqualified and the appeal subsequently upheld, the BidCentral Online Bidding for Subcontractors has no authority to require that the named Contractor be replaced.*

*Note 2: The appeal process is a review and ruling by industry volunteer representatives and is based only on the Rules of Procedure for BidCentral Online Bidding for Subcontractors and the process as set out therein. The appeal process does not follow the practice, procedure or conventions of courts of British Columbia.*

## **PUBLICITY**

The Provincial *Administrator* will inform the Regional Associations of any contravention of the rules, actions taken and *Decisions* regarding appeals. The associations will publicize the information to their members only after any appeal process has taken place.

# ***BidCentral Online Bidding for Subcontractors Complaint Form***

***Please Print All Information Clearly***

Complete & return this form with attachments to your Regional Construction Association Administrator.

Complainant \_\_\_\_\_ Date \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Fax \_\_\_\_\_

Project \_\_\_\_\_

Complaint against *(Name of Contractor(s))* \_\_\_\_\_

Nature of Complaint *(if more space is required, attach of Complainant letterhead)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identify Specific Rule(s) Contravened

\_\_\_\_\_  
\_\_\_\_\_

Itemize Supporting Documentation Attached

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*NOTE: all appropriate documentation to substantiate complaint must be provided. The BidCentral Online Bidding for Subcontractors will only provide a copy of the bid form if necessary.*

Filed by: \_\_\_\_\_

Signature

\_\_\_\_\_  
PRINT Name & Title

Complaint Fee

Charge to applicable Membership No. \_\_\_\_\_

Cheque Attached

**BRITISH COLUMBIA CONSTRUCTION ASSOCIATION  
BIDCENTRAL ONLINE BIDDING FOR SUBCONTRACTORS**

#401 – 655 Tyee Road, Victoria, BC V9A 6X5  
Tel: (250) 475-1077 Fax: (250) 475-1078 Email: [warrenp@bccassn.com](mailto:warrenp@bccassn.com)

**LIST OF BIDCENTRAL ONLINE BIDDING FOR SUBCONTRACTORS FEES**

*FEES (GST included unless otherwise noted)*

RULES OF PROCEDURE MANUAL (Hardcopy).....	\$ 27.50 ea
RULES OF PROCEDURE MANUAL (On-line) .....	Free download
GENERAL CONTRACTOR CLOSING.....	\$ 119.00 + GST
TRADE CONTRACTOR CLOSING.....	\$ 119.00 + GST
MISSED BID NOTIFICATION.....	\$ 50.00 per G/C
BOND AMENDMENT ADMINISTRATION FEE.....	\$ 250.00
COMPLAINT FEE.....	\$ 200.00
COMPLAINT APPEAL FEE.....	\$ 800.00
WITHDRAWAL OF BID:	
1st withdrawal.....	\$ 500.00
2nd withdrawal.....	\$ 1,000.00
3rd withdrawal.....	\$ 2,000.00
4th withdrawal.....	\$ 4,000.00

(This will continue to double with every withdrawal through a twelve month period from the date of the previous withdrawal.)