

## BOBS Training Guide (Version 1.1)

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## 1. Overview

The BidCentral Online Bidding for Subcontractors (BOBS) is now being delivered on the Bids & Tenders platform. There isn't a 'Bid Module' but a link that will take you to where users can Register and Submit a BOBS Bid. There are different ways to access BOBS opportunities as noted herein.

## 2. How to find BOBS Projects

On the BidCentral planroom each project closing through BOBS will have information under the 'Project Details' at the 'Project Description' with information about the Trades closing and time & date of closing. This page will also link users to <https://www.bidcentral.ca/bobs> where there is additional information and public access to BOBS Pre-Bid Interpretations, the BOBS Rules of Procedure, Terms and Conditions and bonding information.

BOBS opportunities will also be found at <https://bidcentral.bidsandtenders.ca> where a list of all current opportunities will be provided. Note: You will need to register for a FREE account with Bids & Tenders to log in and submit your bids.

## 3. GC Registration

For each BOBS bidding opportunity there are instructions on how a General Contractor can confirm their 'Intention to Bid' as required by the BOBS Rules of Procedure. This Registration (for Intention to Bid) is not unique to each project and can be completed at <https://www.bidcentral.ca/bobs-project-registration/> as long as a General Contractor has the BidCentral Project # to identify which project they are intending to bid.

This process requires the General Contractor to:

- a. List themselves as a General Contractor on BidCentral at the 'I Am Bidding' tab if they have not already done so. This will allow BOBS Administration to ultimately list you as a 'BOBS Confirmed GC' and to ensure you receive notices about BOBS' Pre-Bid Interpretations and other related information.
- b. Register and pay the General Contractor Closing Fee at <https://www.bidcentral.ca/bobs-project-registration/>. Here you will provide us with your contact information for communications, receiving the BOBS Bids and identify any Trades you would be Bidding Own Forces for.

General Contractors will receive the BOBS bids by a secure drop box link that will be provided after the BOBS closing.

## 4. TC Registration (Payment of BOBS Fees)

This Registration is for payment of fees for a bid submission as identified in the Rules of Procedure and is not unique to each project. This can be completed at <https://www.bidcentral.ca/bobs-tc-project-registration/> as long as a Trade Contractor has the BidCentral Project # to identify which project they are intending to bid.

For this process the Trade Contractor:

- a. Should list themselves as a Trade Contractor on BidCentral at the 'I Am Bidding' tab if they have not already done so.
- b. Register and pay the Trade Contractor Closing Fee at <https://www.bidcentral.ca/bobs-tc-project-registration/>

## 5. How to Submit a Bid

Go to Bids & Tenders by going to <https://bidcentral.bidsandtenders.ca>

Note: You will need to register for a FREE account with Bids & Tenders to submit your bid. This registration is not accessible by using your BidCentral login and password. You must create one specifically for Bids & Tenders.

Once you are in Bids & Tenders, click on My Bids to view the active BOBS project.

**My Bids**

This area allows Bidders to manage all bids that they are registered as a plan taker for under this account.

Customer	Bid # - Name	Bid Status	Open Date	Closing Date	Action
Bid Central	<b>123456 - BOBS Demo Project</b> <a href="#">View Bid Documents</a>	Open	Wed Jul 1, 2020 12:00:00 PM	Fri Jul 31, 2020 3:00:59 PM	<a href="#">Register for this Bid</a> <a href="#">Submit Notice of No Bid</a>

Click on **Register for this Bid** then **I Agree** to the Terms and Conditions. This step is to register you so that you can be notified of any changes or updates that may be necessary to the bidding module during the bidding process.

Now click on **View Details** to be taken into the project. Once you're ready to start your bid submission, click on **Start Submission**.

The first screen you will see will provide you with some general instructions. Once you have read these instructions, click on **Continue with submission**.

Along the top of the screen is a series of steps. You can go through the steps in order or jump forwards / backwards if you like. Once you have added some details to your bid, remember to click **Save My Bid** so that your progress is saved if you decide to come back to it at a later time.



Your bid has not been submitted. To submit your bid press the Submit Bid button.

On the right hand side you will also see a countdown timer until the submission deadline. You can create as many drafts as you like until the deadline closes. You can also go in and edit / withdraw your bid at any time before the deadline closes.

**Time Remaining to Complete Submission**

19d  
05:49:15

**Step 1 – Schedule of Prices**

**Step 1** of the Schedule of Prices is to select which GC you wish to submit your bid to. You can either bid directly to each GC individually or bid to all BOBS Confirmed GCs depending on the options that might be available for each project.

If you wish to bid to a different GC, once you have completed your first bid, you will be given the option to submit an alternate bid where you can select an alternate GC.

## STEP 1: SELECT GC TO SUBMIT YOUR BID TO

Select which General Contractor you will be bidding to.

Once you have submitted your bid, select 'submit alternate bid' to bid to another General Contractor.

**General Contractor\***

Select GC to Submit Bid To:

Demo Construction Ltd.

Demo Builders Co. Ltd.

Demo Projects Inc.

**Step 2** of the Schedule of Prices is the actual bid form. Click **Edit** to go into step 2.

Table	# of Rows	# of Required Rows	# of Optional Rows	Mandatory	Subtotal		
STEP 1: SELECT GC TO SUBMIT YOUR BID TO	1	0	0	Yes	n/a		
STEP 2: SELECT TRADE AND ENTER BID AMOUNT	1	0	0	Yes	n/a		
STEP 3: CASH ALLOWANCES	1	0	0	No	Not Submitting		

Here it will list all of the available trades for this project. Please select the trade you are bidding. After this, enter the bid amount for the trades that you've indicated that you're bidding on.

Depending on the project, there might be alternate pricing. In these fields you can enter either an amount, which would be added to the base bid or a deduct from the base bid with a negative ( - ) amount.

Also depending on the project, there might be an opportunity to provide a combined bid. If you wish to submit a combined bid and the option does not exist contact the BOBS Administrator to request the addition to the bid form.

Pay attention to the tax disclaimer and conditions of the bid on the prices form.

These prices include all specified taxes with the exception of Value Added Tax (GST), WHICH IS EXCLUDED. This bid is subject to acceptance within the validity period as stipulated in the project documents for the General Contractor and is based on strict compliance with drawings and specifications, all addenda and all Pre-Bid Interpretations thereto issued prior to bid closing date. This bid is based on the standard exclusions for the above listed sections or divisions as contained in Appendix A of the BidCentral Online Bidding for Subcontractors Rules of Procedure in force on this Bid Closing Date. This bid is based on the use of the standard contract or as amended by mutual agreement as required under Rule 3.C. (xiii).

Table	# of Rows	# of Required Rows	# of Optional Rows	Mandatory	Subtotal		
STEP 1: SELECT GC TO SUBMIT YOUR BID TO	1	0	0	Yes	n/a	Edit	✓
STEP 2: SELECT TRADE AND ENTER BID AMOUNT	1	0	0	Yes	n/a	Edit	✓
STEP 3: CASH ALLOWANCES	1	0	0	No	Not Submitting	Edit	✓

## STEP 2: SELECT TRADE AND ENTER BID AMOUNT

These prices include all specified taxes with the exception of Value Added Tax (GST), WHICH IS EXCLUDED. This bid is subject to acceptance within the validity period as stipulated in the project documents for the General Contractor and is based on strict compliance with drawings and specifications, all addenda and all Pre-Bid Interpretations thereto issued prior to bid closing date. This bid is based on the standard exclusions for the above listed sections or divisions as contained in Appendix A of the BidCentral Online Bidding for Subcontractors Rules of Procedure in force on this Bid Closing Date. This bid is based on the use of the standard contract or as amended by mutual agreement as required under Rule 3.C. (xiii).

Instructions	Trade*	Amount
We submit our Bid for this project	Mechanic	\$ 4556
<div style="border: 1px solid gray; padding: 2px;">           Electrical            Mechanical         </div>		

**Step 3** of the Schedule of Prices is for cash allowances. Depending on the project, this will be mandatory or optional. To go into the Cash Allowances section, click on the **Edit** button.

If you have no cash allowances, click **We will not be submitting for STEP 3**. If you are entering cash allowances (where specified in the Project Documents), click yes to the relevant trade(s) that you are submitting your bids for, enter the total cash allowance amount, and add any additional details if necessary. If you have multiple cash allowances it will be the total of all along with a description of what you've included. Once you've entered your cash allowances, click **Save My Bid**, the status on the bid form will go green.

Table	# of Rows	# of Required Rows	# of Optional Rows	Mandatory	Subtotal		
STEP 1: SELECT GC TO SUBMIT YOUR BID TO	1	0	0	Yes	n/a	Edit	✓
STEP 2: SELECT TRADE AND ENTER BID AMOUNT	1	0	0	Yes	n/a	Edit	✓
STEP 3: CASH ALLOWANCES	1	0	0	No	Not Submitting	Edit	✓

## STEP 3: CASH ALLOWANCES

Where we have not included any cash allowances or other stipulated sums, and we acknowledge where cash allowances should have been included (under the requirements of Rule 3.C.vi) we have included all overhead and markups associated with such cash allowances in our bid amount.

We will not be submitting for STEP 3: CASH ALLOWANCES

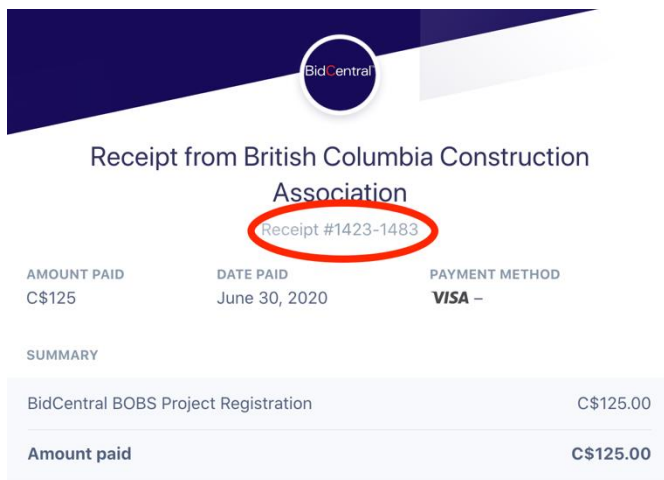
Select Trade*	Total Cash Allowance Amount	Additional Details
<div style="border: 1px solid gray; padding: 2px;">           Electrical            Mechanical         </div>	\$ <input type="text"/>	<input type="text"/>

Once you've completed all the steps on the pricing page, the status on the right hand side will all be green.

Now you're ready to move on to Step 2 – Questions.

### Step 2 – Questions (Trade Contractor Receipt Number)

In Step 2 you will be asked to provide the receipt number from your project registration. You will find your receipt number in the email confirmation that is sent post-purchase. Here is an example of a receipt:



If you have not registered and paid for this project yet, you can do so by [clicking here](#).  
**Questions**

If you have not yet registered or paid for the project registration, [CLICK HERE TO MAKE PAYMENT](#).

Please look at the top of your receipt to locate your receipt number.

PROJECT REGISTRATION RECEIPT  
NUMBER:

Save My Bid

Once you have entered your receipt number, click **Save My Bid** to proceed to the next step. Bids without the appropriate receipt number may be disqualified as per the BOBS Rules of Procedure.

### Step 3 – Bonding

Step 3 is where you will upload your digital bond. It is important to note that E-bonds are accepted only from Mobile Bonds, Trisura and Xenex Enterprises on the BOBS Appendix C, Bond Form - <https://www.bidcentral.ca/help/bobs-bond-form/>

To upload your bond, click on the **Browse** button, locate the file on your local computer and upload it. Remember to click **Save My Bid** to save your progress and proceed onto the next step.



#### [Step 4 - Terms & Pre-Bid Agreements](#)

The final step before submitting your bid is to agree to the Terms and Conditions and the BOBS Rules of Procedures.

Check the box to indicate that you agree and then fill out your name, title, and legal company name.

It will also ask you if have any actual or potential conflicts of interest. You can declare them here.

The requirement to acknowledge and review addendums at this stage in the bidding online system is not necessary. Addendum are not listed here as they are included with the project documents posted in BidCentral. Bidders have acknowledged the inclusion of addendum as addressed under Step 1 on this online bid submission as identified herein. Bidders need only check the box in order to proceed.

Click **Save My Bid** to proceed to the final stage.



I am an authorized signatory of the bidder, I am authorized to submit this bid and have read and agree with the **Terms and Conditions and Rules of Procedure** for BidCentral Online Bidding for Subcontractors.

First Name:   
Last Name:   
Title:   
Legal Company Name:

The bidder shall declare any potential or actual conflict of interest that could arise from Bidding on this Bid. Do you have a conflict of interest?

Yes  No

Please check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages	
ADDENDUM HAVE BEEN ACKNOWLEDGED IN STEP 1 (CHECK BOX TO THE RIGHT) Wednesday August 19, 2020 03:49 PM	<input type="checkbox"/>	1	Download

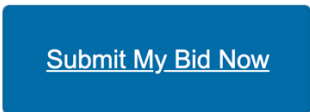
## [Step 5 – Preview Bid](#)

This step will validate all the information that you have entered and give you an opportunity to review it for any errors. At this point, you can still go back and edit your submission if there are any errors.

## [Step 6 – Submit Bid](#)

The final step is to submit your bid. Click on **Step 6 – Submit Bid**.

Then click the **Submit My Bid Now** button, then **Yes** to confirm that you wish to submit.



Once your bid has been submitted, you'll see a success message confirming that your bid has been successfully submitted. On your initial use of the Bids & Tenders platform it is recommended you submit a test bid and then withdraw it, just to make sure you are aware of that you have met all the conditions for a bid submission. This will insure you have no last minute encumbrances to the success of a bid submission.

You can download a copy of your completed submission by clicking on the **Download a Copy of Your Submission** link.

You may make changes to your Bid prior to the bid closing date and time by clicking on the **Edit or Withdraw my Submission** link on the "My Bids" page. By clicking on this link you are

withdrawing your Bid from the Bids and Tenders website. Once you have made your revisions you can resubmit your Bid, however it must be received in the Bids and Tenders website prior to the Bid Closing Date and Time.

Please note that if an addendum is issued, the status of your Bid will be changed to INCOMPLETE and you will be required to click on the **Fix My Bid** link on the “My Bids” page, make any required adjustments to your Bid, acknowledge the addendum and resubmit your Bid prior to the Bid Closing Time and Date.

## 6. How to Manage Your Bids

When you log into your Bids & Tenders profile, under the **My Bids** tab, you’ll see a list of all the active bids that you have open. In here you can view your submission, edit or withdraw your submission, or submit an alternate bid.

An alternate bid is used where you wish to submit a price to a different GC after you have created the first bid to a GC.

### My Active Bids

Customer	Bid # - Name	Bid Status	Closing Date	Submission Status	Action
Bid Central	<b>123456 - BOBS Demo Project</b> <a href="#">View Bid Documents</a>	Open	Fri Jul 31, 2020 3:00:59 PM (PDT)	Submitted Tue Jul 7, 2020 1:34:56 PM	<a href="#">View My Submission</a> <a href="#">Edit or Withdraw my Submission</a> <a href="#">Start An Alternate Bid</a>

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## 7. Post-Bid Closing

**BOBS Rule 5.D. Bidders List (Who Bid Who)** - List will be made available on the BidCentral Planroom and at [www.bidcentral.ca/bobs](http://www.bidcentral.ca/bobs) as soon as possible after BOBS closing.

**BOBS Rule 3. D. Bid Withdrawal** - Bids cannot be withdrawn online and as such Bidders wishing to withdraw prior to the 3 PM deadline, shall contact the BOBS Administrator via email prior to the deadline (followed by a recommended phone confirmation). The Bidder will be responsible for payment of withdrawal fees prior to the BOBS Administrator notifying the General Contractors of a withdrawal. Pay [here](#).

**BOBS Rules 3. Trade Contractors, E. Omission of a Bid to a General Contractor (Missed Bids)** - Missed Bids cannot be submitted online and as such Bidders wishing to complete a Missed Bid shall contact the BOBS Administrator via email prior to the 3 PM deadline (followed by a recommended phone confirmation). The Bidder will be responsible for payment of Missed Bid Fees prior to the BOBS Administrator notifying the General Contractors of the Missed Bid. Pay [here](#).

**BOBS Rule 5. C. Disposition of Bids** - General Contractors will receive the BOBS bids by a secure drop box link that will be provided after the BOBS closing.

## 8. BOBS Support

The BidCentral team is here to help you if you have any questions.

To get help with a BOBS project, click here to go to our help page:  
<https://www.bidcentral.ca/bobs-help-page/>

To Contact someone at BidCentral, click here to contact us:  
<https://www.bidcentral.ca/company/contact/>