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

I DEFINITIONS

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 (October 14, 2014) 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 protocol for the collection and disposition of BidCentral Online Bidding for Subcontractors Bids and related information as designated within the On-line Planroom System operated by BCCA and the Regional Associations through their assigned service provider(s).

“BidCentral Online Bidding for Subcontractors” is the internet based electronic system for the collection of Bids operated by BCCA through its assigned service provider(s), and the internet based electronic means by which Bids are made available to each General Contractor. BidCentral Online Bidding for Subcontractors is accessed through the Bid Module as defined in 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 it does 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 Northern Regional Construction Association (NRCA), 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
II  ORGANIZATION, PURPOSES & AMENDMENTS

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 members who are representative of the users of the BOBS system as appointed by the BCCA Board of Directors.

The Committee (or its designated representatives) 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
III RULES OF PROCEDURE

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:

<table>
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<tr>
<th>General Contractors’ Closing Time</th>
<th>BidCentral Online Bidding for Subcontractors Closing Time</th>
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</thead>
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<tr>
<td>3:00 pm Thursday</td>
<td>3:00 pm preceding Tuesday</td>
</tr>
<tr>
<td>3:00 pm Friday</td>
<td>3:00 pm preceding Wednesday</td>
</tr>
<tr>
<td>3:00 pm Monday</td>
<td>3:00 pm preceding Thursday</td>
</tr>
</tbody>
</table>

(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**

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<td>02810</td>
<td>Lawn Sprinklers</td>
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<tr>
<td>02905</td>
<td>Transplanting</td>
</tr>
<tr>
<td>02910</td>
<td>Plant Preparation (including Top Soil)</td>
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<tr>
<td>02920</td>
<td>Lawns and Grasses</td>
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<td>02930</td>
<td>Exterior Plants</td>
</tr>
<tr>
<td>02935</td>
<td>Plant Maintenance</td>
</tr>
<tr>
<td>02945</td>
<td>Planting Accessories</td>
</tr>
</tbody>
</table>

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

**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)

**ELECTRICAL**

Division 16000  Electrical (In its entirety)  
Division 17000  Communications

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- 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.

Note To Specifying Authority

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

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 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*. *Bids* may be withdrawn by written notification (email) to the *Administrator* for *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 a written notification (email) to the Administrator for BCCA BidCentral Online Bidding for Subcontractors:

(i) Written notification should advise the Administrator of:
   a. The name of the General Contractor who they missed bidding to.
   b. Which of the BidCentral Online Bidding for Subcontractors Bid they already submitted is to be provided to the General Contractor to whom they missed bidding.

(ii) The Administrator shall provide the Bid to the designated General Contractor and advise all other General Contractors of the Missed Bid undertaken.

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 October 14, 2014 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 by the Bidder through BCCA’s BidCentral Online Bidding for Subcontractors. Bid Bonds 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 digitally sealed by the surety company will be placed into the Bidders on-line Bid file 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 online registration and payment portal as defined by *BidCentral Online Bidding for Subcontractors*; or

b) by written notification (email) to the BidCentral Online Bidding for Subcontractors’ Administrator; followed by online payment of fees. 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 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**.

BCCA’s BidCentral Online Bidding for Subcontractors  
ADMINISTRATION
• 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
APPENDIX A

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 laminted member to member connections, pre-manufactured glue laminted 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 and exterior architectural millwork (e.g. benches)
- 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 and exterior architectural millwork (e.g. benches)
- 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 this 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

See Rule Clarification 8.0

- 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

See Rule Clarification 8.0
APPENDIX B

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:

Northern Regional Construction Association  
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.
APPENDIX C

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, hereinafter 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

(Principal)

(Seal)

Principa

(Seal)

Attorney-in-fact

BCCA No. 204 – October 30, 2014
APPENDIX D

BC CONSTRUCTION ASSOCIATION's BIDCENTRAL ONLINE BIDDING  
for SUBCONTRACTORS ADMINISTRATION

( ) VICA BidCentral Online  
Bidding for Subcontractors 
Administrator  
c/o Vancouver Island  
Construction Association 
Fax: 250-388-5183  
projectservices.nanaimo@vicabc.ca

( ) NRCA George BidCentral 
Online Bidding for 
Subcontractors Administrator  
c/o Northern Regional  
Construction Association 
Fax: 250-563-1107  
planroom@nrca.ca

( ) SICA (Kamloops) BidCentral 
Online Bidding for 
Subcontractors  
Administrator  
c/o Southern Interior  
Construction Association 
Fax: 250-828-6634  
kamloops@sicabc.ca

( ) VRCA BidCentral Online  
Bidding for Subcontractors  
Administrator  
c/o Vancouver Regional  
Construction Association 
Fax: 604-298-9472  
sherrym@vrca.bc.ca

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
RULE CLARIFICATION NO. 1.0

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.
RULE CLARIFICATION NO. 2.1

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. The price may be listed as an addition or deduction at the Trade Contractor’s preference; however, to assist the General Contractors it would be best to respond in the same format as the Project Documents.

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 alternative, 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 alternative, 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).
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:

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

*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.
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/manhole, they are to be included in the Bid for Division 15.
RULE CLARIFICATION NO. 4.0

BidCentral Online Bidding for Subcontractors

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.
RULE CLARIFICATION NO. 5.1

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 by 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. Alternative, Separate, Alternate or Unit prices can be changed only with the mutual agreement of the parties to the contract.

   In consideration of the add or deduct option of Rule 3. Trade Contractors, C. Bid Content (iii), the General Contractor will make the necessary price adjustment to match the General Contractor’s add/deduct requirements of the Project Documents for the GC Bid.

   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

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Bid Amount</th>
<th>Separate Price Amount</th>
<th>Low Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidder A</td>
<td>$770,500.00</td>
<td>($25,000.00) Deduct</td>
<td>$745,500.00</td>
</tr>
<tr>
<td>Bidder C</td>
<td>$680,000.00</td>
<td>$40,000.00 Add</td>
<td>$680,000.00</td>
</tr>
<tr>
<td>Bidder E</td>
<td>$720,000.00</td>
<td>($45,000.00) Deduct</td>
<td>$675,000.00 (Low Bid)</td>
</tr>
<tr>
<td>Bidder F</td>
<td>$930,000.00</td>
<td>$35,000.00 Add</td>
<td>$930,000.00</td>
</tr>
</tbody>
</table>
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**

<table>
<thead>
<tr>
<th>Specification Clause</th>
<th>Electronic Bidding System Bid to Exclude/Include</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 General</td>
<td></td>
</tr>
<tr>
<td>1.1 Related Work</td>
<td>Exclude work (unless also listed in 1.2, 2.0 or 3.0 below)</td>
</tr>
<tr>
<td>1.2 Scope of Work/ System Description</td>
<td>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.</td>
</tr>
<tr>
<td>(Alternate) 1.2.1 Related Work</td>
<td>Exclude as per 1.1 above.</td>
</tr>
<tr>
<td>2.0 Materials/Products</td>
<td>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.</td>
</tr>
<tr>
<td>3.0 Execution</td>
<td>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.</td>
</tr>
</tbody>
</table>

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.

BRITISH COLUMBIA CONSTRUCTION ASSOCIATION

BidCentral Online Bidding for Subcontractors

#401 – 655 Tyee Road
Victoria, BC
Phone: (250) 475-1077
Fax: (778) 747-0119
RULE CLARIFICATION NO. 7.0

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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| Rule 1.G. BidCentral Online Bidding for Subcontractors Sections/Divisions and Related Sections | Pages 2, 3 & 4 |
| Appendix A – Standard Exclusions | Pages 5 & 6 |
| Rule Clarification 3.0 – Mechanical Exclusions | Pages 7 & 8 |
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
RULE CLARIFICATION NO. 7.0
(Continued)

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
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)
### 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:

<table>
<thead>
<tr>
<th>MasterFormat 1995 Section Number / Name</th>
<th>MasterFormat 2004 Section Number / Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION 0 - BIDDING AND CONTRACT</td>
<td>DIVISION 00 - PROCUREMENT AND CONTRACT</td>
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<tr>
<td>REQUIREMENTS</td>
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<td>02740 ASPHALTIC CONCRETE (PAVING)</td>
<td>321216 ASPHALTIC CONCRETE (PAVING)</td>
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<td>DIVISION 3 - CONCRETE</td>
<td>032000 CONCRETE REINFORCEMENT</td>
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<tr>
<td>03250 POST TENSIONING</td>
<td>033800 POST TENSIONING</td>
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<td>03400 PRECAST CONCRETE</td>
<td>034000 PRECAST CONCRETE</td>
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<tr>
<td>DIVISION 4 - MASONRY</td>
<td>040000 MASONRY (and all related sections)</td>
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<td>DIVISION 5 - METALS</td>
<td>051000 STRUCTURAL METAL FRAMING</td>
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<td>05500 MISCELLANEOUS METAL</td>
<td>055000 METAL FABRICATIONS</td>
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<td>DIVISION 6 - WOOD AND PLASTICS</td>
<td>062000 FINISH CARPENTRY</td>
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<td>07212 RIGID INSULATION</td>
<td>072123 BOARD INSULATION</td>
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<tr>
<td>07215 SPRAYED APPLIED INSULATION</td>
<td>072129 SPRAYED INSULATION</td>
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<td>07260 SHEET VAPOUR BARRIER</td>
<td>072600 VAPOUR RETARDERS</td>
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<td>073113 ASPHALT SHINGLES</td>
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## RULE CLARIFICATION NO. 7.0 (Continued)

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<td><strong>DIVISION 08 - OPENINGS</strong></td>
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<td>081400 WOOD DOORS (and related sections)</td>
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<td>083500 FOLDING DOORS AND GRILLES</td>
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<td>08360 OVERHEAD (INDUSTRIAL) DOORS</td>
<td>083323 OVERHEAD (INDUSTRIAL) DOORS</td>
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<td>08370 VERTICAL LIFT (INDUSTRIAL) DOORS</td>
<td>083600 PANEL DOORS</td>
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<td>084000 ALUMINUM ENTRANCES AND STOREFRONTS</td>
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<td>08600 SKYLIGHTS (METAL FRAMED &amp; UNIT)</td>
<td>086000 SKYLIGHTS (METAL FRAMED &amp; UNIT)</td>
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<td>08800 GLASS AND GLAZING</td>
<td>088000 GLAZING</td>
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<td><strong>DIVISION 09 - FINISHES</strong></td>
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<td>092216 NON-STRUCTURAL METAL FRAMING</td>
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<td>09130 SUSPENSION SYSTEMS FOR ACOUSTICAL CEILINGS</td>
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<td>092900 GYPSUM BOARD</td>
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<td>093000 TILING</td>
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<td>094600 TERRAZZO</td>
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<td>09545 SPECIALTY CEILINGS (including Metal Linear &amp; Integrated ceilings)</td>
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<td>095400 SPECIALTY CEILINGS (including Metal Linear &amp; Integrated ceilings)</td>
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<td>096400 WOOD FLOORING</td>
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<td>098100 ACOUSTIC INSULATION</td>
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<td>09900 PAINTING (and related sections)</td>
<td>098400 ACOUSTICAL ROOM COMPONENTS</td>
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<td>102219 PREFINISHED DEMOUNTABLE PARTITIONS</td>
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<td><strong>DIVISION 12 - FURNISHINGS</strong></td>
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<td><strong>DIVISION 13 - SPECIAL CONSTRUCTION</strong></td>
<td><strong>DIVISION 13 - SPECIAL CONSTRUCTION</strong></td>
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<td><strong>DIVISION 14 - CONVEYING SYSTEMS</strong></td>
<td><strong>DIVISION 14 - CONVEYING EQUIPMENT</strong></td>
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<td>14200 ELEVATORS</td>
<td>142000 ELEVATORS</td>
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<td>14300 ESCALATORS &amp; MOVING WALKWAYS</td>
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<td><strong>DIVISION 21 - FIRE SUPPRESSION</strong></td>
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<tr>
<td><strong>DIVISION 16 - ELECTRICAL</strong></td>
<td><strong>DIVISION 22 - PLUMBING</strong></td>
</tr>
<tr>
<td><strong>DIVISION 23 - HEATING, VENTILATION &amp; AIR CONDITIONING</strong></td>
<td><strong>DIVISION 24 - ELECTRONIC SAFETY AND SECURITY</strong></td>
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<tr>
<td><strong>DIVISION 25 - ELECTRICAL</strong></td>
<td><strong>DIVISION 26 - COMMUNICATIONS</strong></td>
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<td><strong>DIVISION 27 - COMMUNICATIONS</strong></td>
<td><strong>DIVISION 28 - ELECTRONIC SAFETY AND SECURITY</strong></td>
</tr>
</tbody>
</table>
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:

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

*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 or Division 33 under MasterFormat 2004 when the outside service piping is included in the Bid | x |
Cash Allowance specified in Division 2 or Division 33 under MasterFormat 2004 and on the tender Form or Instructions To Bidders when the outside service piping is included in the Bid | x |
Connection fees specified only in Division 2 or Division 33 under MasterFormat 2004 when the outside service piping is included in the Bid | x |
Connection fees specified in Division 2 or Division 33 under MasterFormat 2004 and on the tender Form or Instructions To Bidders when the outside service piping is included in the Bid | 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.
RULE CLARIFICATION NO. 8.0

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
VI  COMPLAINT & APPEAL PROCESS

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 ________________________________

Complainant 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
LIST OF BIDCENTRAL ONLINE BIDDING FOR SUBCONTRACTORS FEES

**FEES (GST included unless otherwise noted)**

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>RULES OF PROCEDURE MANUAL (Hardcopy)</td>
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</tr>
<tr>
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<td>Free download</td>
</tr>
<tr>
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<tr>
<td>TRADE CONTRACTOR CLOSING</td>
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<tr>
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<tr>
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<tr>
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<tr>
<td>WITHDRAWAL OF BID:</td>
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<tr>
<td>1st withdrawal</td>
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<tr>
<td>2nd withdrawal</td>
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<tr>
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</tr>
<tr>
<td>4th withdrawal</td>
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</tbody>
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(This will continue to double with every withdrawal through a twelve month period from the date of the previous withdrawal.)