

## **Notice to Sub-Trade & Prime Contractor Bidders For Bid Depository Tendering**

To minimize COVID-19 exposure via paper documents DTI has advised a temporary tendering process for both Building & Highway Tendering for Prime Bidders will be put in place to be to create an electronic bidding process.

For the Building Division – certain sub-trade bidders usually tendered via the Bid Depository will still tender via the Bid Depository. To that end CANB has developed a process for the Bid Depository tendering to be done via email using *a dedicated email address*.

This will function as follows –

All Bid Depository Bids shall be directed to CANB NB Head Office to the dedicated email address [canbebid@gmail.com](mailto:canbebid@gmail.com). This is *a “one-way” email site, it will not be accessed* until after the Bid Depository closing date and time. (*usually 2:00 PM – 14:00 hrs*)

CANB will create a specific project copy of the sub-trade green & pink forms by entering the Project name & Sub-trade Bidder names on a green and pink form creating a PDF copy to transmit to requesting Sub-trade bidders to use for their bid submissions. These emailed forms must be requested by sub-contractors by phone or email address [canb4@nbnet.nb.ca](mailto:canb4@nbnet.nb.ca) and used.

***All applicable Bid Depository Rules are still in force.***

***Processing fee for sub-trades bidders shall apply. Members \$50.00 Non-Members \$100.00***

***Processing fee for Prime Contractors shall apply. Members \$25.00 Non-Members \$50.00***

The Process for Sub-Trade and Prime Bidders is as follows.

***Any inquires shall be done by phone 506-459-5770 or via email to [canb4@nbnet.nb.ca](mailto:canb4@nbnet.nb.ca)***

1. Sub-Trade bidders shall inform CANB of their intent to bid and request tender documents.
2. CANB will email one copy of a sub-trade green form & one copy of a pink bid form specific to the Project in PDF format.
3. Sub-Trade Bidders shall complete their sub-trade bids on a pink form for each prime bidder as usual, plus one green form copy for each price that differs.
4. Sub-trade Bidders shall scan their Bid Bond and Agreement to bond documents (after signing & sealing them with a readable seal) – to PDF format
5. They shall email their tender packet to the CANB dedicated email address, [canbebid@gmail.com](mailto:canbebid@gmail.com), prior to the 2:00 PM Closing date, consisting of -
6. PDF Copy of the signed, corporate sealed (or properly signed) Bid Bond & Agreement to Bond, the PDF copy of one or more (if the price differs to any Prime Bidder) of the green tender forms. Any revisions to a price or bid form must be sent to the same email address [canbebid@gmail.com](mailto:canbebid@gmail.com) and the receipt show a time prior to 2:00 PM.
7. A list of all Prime Bidders with the tendered price(s) bid to each.
8. Each bidder shall retain the completed pink tender for each Prime Bidder tendered until the official list of all acceptable bids has posted to CInet. (***approximately 4:00 PM – 16:00 hrs***) CANB will advise any sub-bids rejected and any Rule infraction prior to 4:00PM
9. Sub-trade Bidders listed shall then be responsible to email the PDF pink copy of their bid to each Prime Contractor being bid with an email copy to CANB (***Confirm your Bid was not rejected before doing so***)