

Carleton Condominium Corporation No. 486
POLICY STATEMENT #8 – TENDER / BID ANALYSIS

General - All bidders (or Tenderers) invited to submit a proposal to perform a package of work are entitled to an equal opportunity to be awarded the work.

EXPECTATIONS:

The Project Manager, upon receipt of proposals shall prepare, or arrange to have prepared, a tabulation in column format of all information submitted by each Bidder and in a manner such that each item can be compared between Bidders. [Note – It is understood that the Form of Tender (Policy Statement #6) will have provided a breakdown of the total price submitted].

In the event of a significant difference in pricing (or other) between Bidders, the Project Manager must try to find out the reason, by, if necessary requesting more information, asking leading questions of the Bidder(s), other.

Based on this Tender / Bid Analysis, the Project Manager shall prepare a recommendation to the Board with a copy of the tabulation of all bids.

A sample bid tabulation is attached.

IMPORTANT

Pricing information is confidential and must not be revealed or implied to another Bidder at any time.

The Board is not obliged to accept the lowest bid submitted, provided it can be clearly demonstrated that there is a discrepancy in the low price submitted.