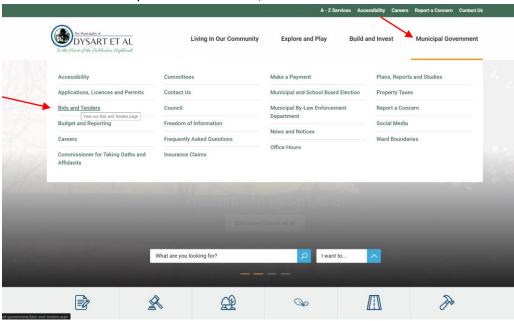
# Bids & Tenders

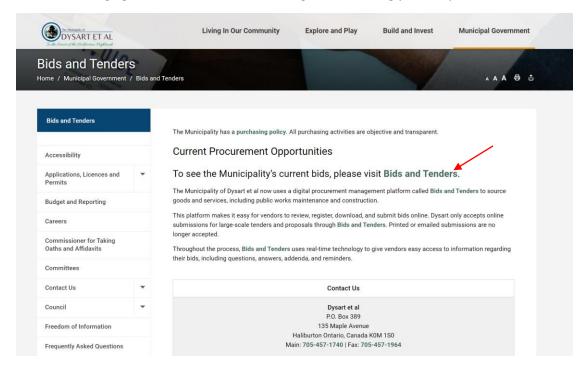
# How to Find a Tender?

Go to dysartetal.ca

Hover over the Municipal Government Tab, choose Bids and Tenders

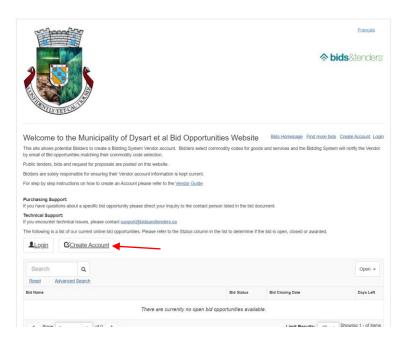


Click on the large green Bid and Tenders wording. This will bring you to dysartetal.bidsandtenders.ca

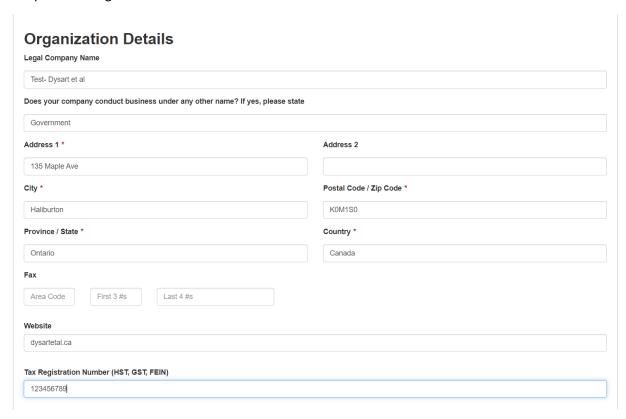


# How to create an account?

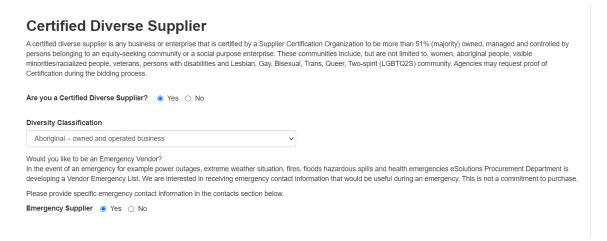
Click on create an account.



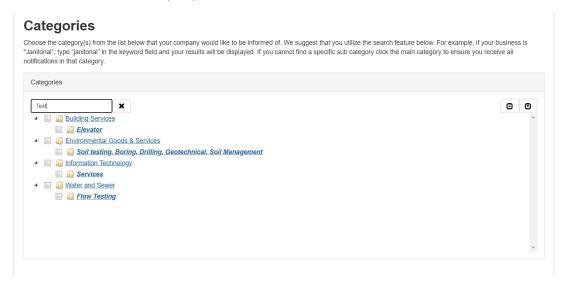
Complete the Organization Details Form:



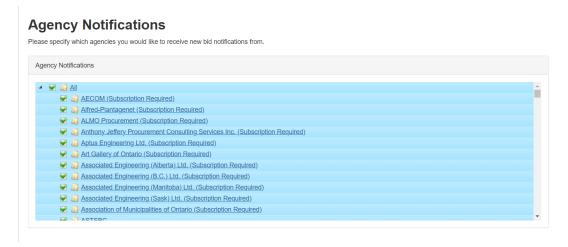
Confirm if you are a Certified Diverse Supplier and/or Emergency Vendor.



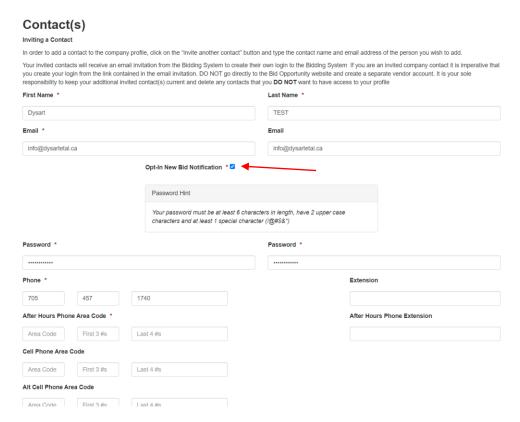
Choose the applicable Categories for your business ex. Aggregates, animal etc. You may use the search bar to locate the services you provide.



### **Choose Agency Notification:**



Provide Contact(s). Choose Opt-In New Bid Notification to receive all notifications.



Click the "by clicking here I agree to bids&tenders Vendor Terms of Service (View)"

Additionally, you may add another contact to your account.



Once you have clicked the "I'm not a robot" Hit Continue.

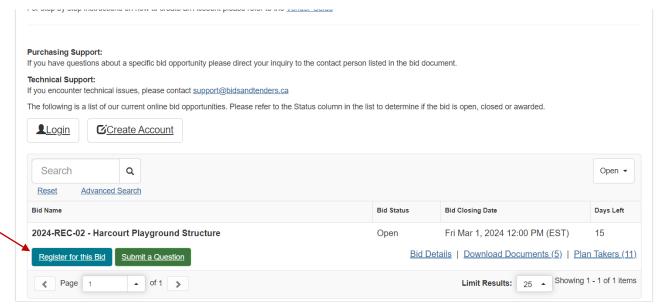
You will receive this notification once your account has been created.



# Submitting a Bid

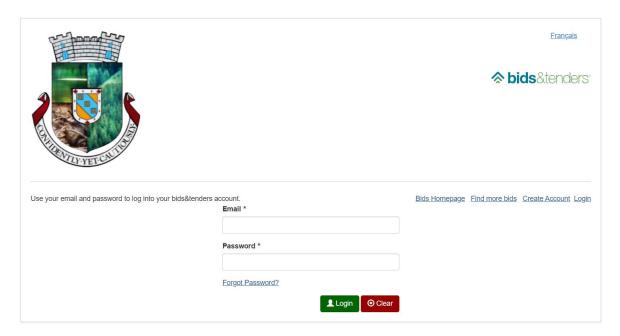
Go to dysartetal.bidsandtender.ca

You will see all of Dysart et al's current Tender available for bidding.



Click on the Register for the Bid Button.

Log in with the previously created account information or register a new account.



Once you have logged in, read the terms of service and hit I agree at the bottom of the page.

My Bids Bids Homepage Find more bids Manage Account Logout

#### **Terms of Service**

It is the sole responsibility of each Bidder to check this Web Page often to review any open bid opportunities. Your company must be registered with the Owner of the "Bid Opportunities Website" to be notified of Addenda/Addendum for all of the Owner's bid Documents.

Amendments to Bid Documents will be posted to the Owner's Bid Opportunities Website in the form of Addenda/Addendum. The onus is unequivocally with Bidders to ensure that they have downloaded all Addenda/Addendum posted prior to submission of their Bids, whether they have received notification from the Owner's Bid Opportunities website or not. Failure to acknowledge Addenda/Addendum on the Bid Form may result in a non-compliant Bid and rejection by the Owner.

The Owner is not responsible or liable whatsoever for misdirected notices of solicitations or for misdirected Addenda/Addendum which may result from Registered Vendors who fail to update their contact information.

Bids submissions must be received no later than the date and time specified on the Bid Document. Bids that are received after the official closing time and date or that are not properly signed will be "rejected" and not considered.

All prices submitted must be in Canadian funds

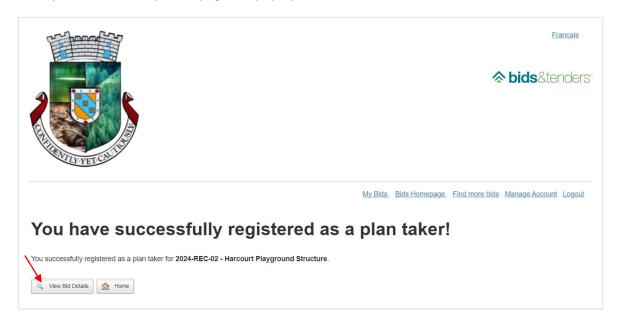
### **Disclaimer**

The Owner makes every effort to keep the information on the 'Bid Opportunities' website up to date and correct, and makes no representations or warranties of any kind, express or implied about the completeness, timeliness, accuracy, reliability, suitability or availability with respect to the information contained on the website for any purpose. Any reliance you place on any materials on this website is therefore strictly at your own risk.

Although every effort is made to keep the website up and running smoothly, due to the nature of the Internet and the technology involved, the Owner assumes no responsibility or liability whatsoever for any temporary interruptions to, or unavailability of, the website due to any technical or other issues which are beyond the Owner's control, or for any loss, injury or damage suffered by any party which may result from accessing or using this website, or from any inability to use or access this website for any reason whatsoever Owner will not be liable for any false, inaccurate, outdated, inappropriate or incomplete information presented on the website and assumes no responsibility for any damages arising out of the use of this website.

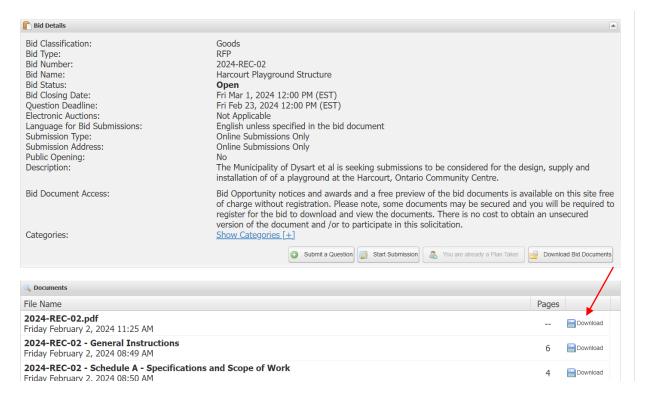


Once you have hit accept, this page will pop up.



If you hit View Bid Details, you will be able to view all the details in regards to the bid.

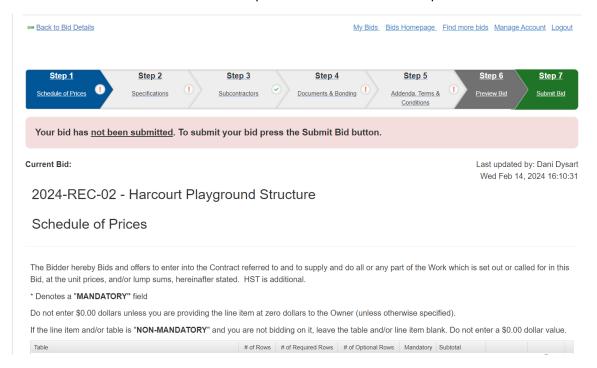
Hit the Download button to view/open the documents:



To begin your submission, click the Start Submission Button.

Follow the steps 1 to 7 to complete your submission.

Make sure to fill out all the forms and required information at each step.



# Step 1:

**Current Bid:** 

Last updated by: Dani Dysart Wed Feb 14, 2024 16:12:56

# 2024-REC-02 - Harcourt Playground Structure

### Schedule of Prices

The Bidder hereby Bids and offers to enter into the Contract referred to and to supply and do all or any part of the Work which is set out or called for in this Bid, at the unit prices, and/or lump sums, hereinafter stated. HST is additional.

\* Denotes a "MANDATORY" field

Do not enter \$0.00 dollars unless you are providing the line item at zero dollars to the Owner (unless otherwise specified).

If the line item and/or table is "NON-MANDATORY" and you are not bidding on it, leave the table and/or line item blank. Do not enter a \$0.00 dollar value.

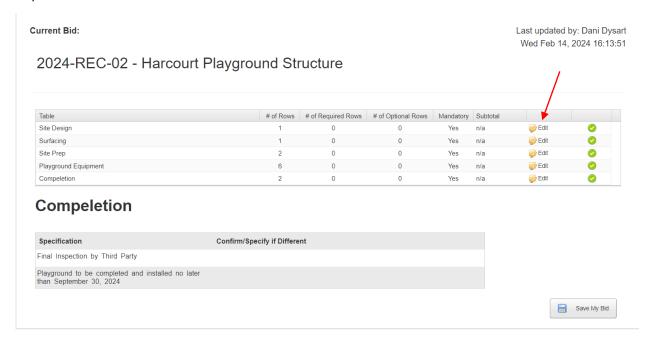


## **Schedule of Prices**

New Column	Site Prep*	Equipment*	Surfacing*	Installation*	Protective Surfacing*	Total*
Price	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 10
4						

# Step 2:

Click the edit button to acknowledge all the required information. Check mark will turn green when all required information is answered.



# Step 3:

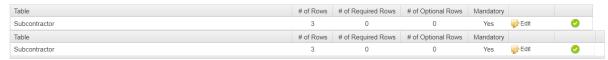
# 2024-REC-02 - Harcourt Playground Structure

#### **Sub-Contractors**

The Bidder shall state all Subcontractor(s) and type of Work proposed to be used for this project. Bidders shall not indicate "TBD" (To Be Determined) or "TBA" (To Be Announced) or similar wording and shall not indicate multiple choices of Subcontractor names for any Subcontractor category in their list of Subcontractors.

The Bidder shall state only one (1) subcontractor for each type of work

Bidder(s) shall upon request by the Owner produce a list of references for all or any proposed Subcontractors within three (3) business days.



### **Subcontractor**



#### Cubaantraatar

# Step 4:

Current Bid:

Last updated by: Dani Dysart

Wed Feb 14, 2024 16:19:51

# 2024-REC-02 - Harcourt Playground Structure

### **Documents & Bonding**

It is your responsibility to make sure the uploaded file(s) is/are not defective or corrupted and are able to be opened and viewed by the Owner. If the attached file(s) cannot be opened or viewed, your Bid Call Document may be rejected.

#### Maximum file upload size is 500 MB



# Step 5:

#### "LOWEST OR ANY TENDER NOT NECESSARILY ACCEPTED"

The Bidder hereby represents, warrants and covenants to and with The Municipality of Dysart et al as follows:

- 1. That no person, firm, or corporation other than the Bidder has any interest in this Proposal or in the proposed Contract for which the Proposal is made.
- 2. That this Proposal is made without any connection, comparison of figures, or arrangement with, or knowledge of, any other person, firm or corporation, making a Tender for the same work and in all respects this Proposal is fair and submitted without collusion or fraud.
- 3. That no member or employee of the Municipality is or will become interested, directly or indirectly, as a contracting party, partner, shareholder, surety or otherwise in the performance of the Contract, or in the supplies, work or business to which it relates, or in any portion of the profits thereof, or in any of the monies to be derived therefrom.
- I/WE agree to be bound by the terms and conditions and have authority to bind the Corporation and submit this Bid on behalf of the Bidder.

First Name:	Dani
Last Name:	Dysart
Title:	Digital Transformation Specialist
	Municipality of Dysart et al
Name:	
The bidder sha	all declare any potential or actual conflict of interest that

○ Yes 

⑥ No

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

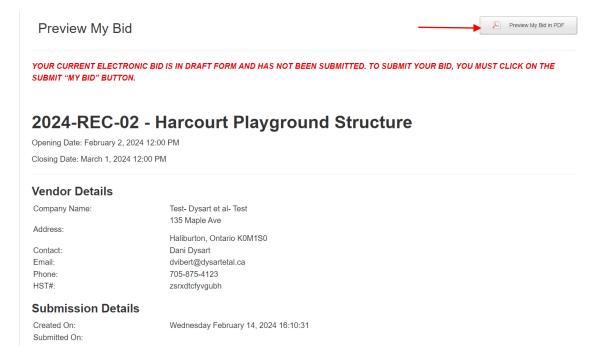
The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document



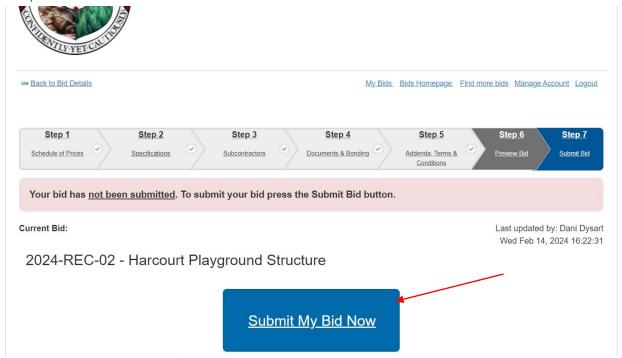
illere nave not been anv addenda issued for

# Step 6:

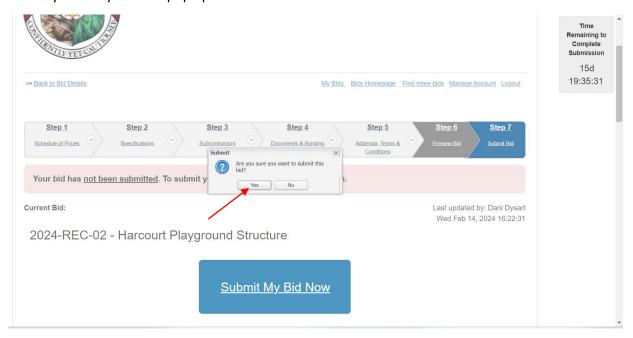
You may preview your bid on the webpage or by clicking the PDF button.



Step 7: Submit bid



### Ensure you click yes in the pop up



Once you have selected Yes, the website will submit your bid.







My Bids Bids Homepage Find more bids Manage Account Logout

### Success!

You have successfully completed your submission for 2024-REC-02 - Harcourt Playground Structure. You will also receive a confirmation email from our system.

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

You may make changes to your Bid prior to the bid closing date and time by clicking on the "Edit or Withdraw my Submission" link on the "My Bids" page. By clicking on this link you are withdrawing your Bid from the Bids and Tenders website. Once you have made your revisions you can resubmit your Bid, however it must be received in the Bids and Tenders website prior to the Bid Closing Date and Time.

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

