

How to do business with the Department of Transportation and Infrastructure

Department of Transportation and
Infrastructure
October, 2017

Construction Thresholds - Highway

- Up to \$30,000 – can negotiate with one contractor
- From \$30,000 - \$75,000 - tenders invited from not fewer than three (3) persons
- Over \$75,000 – public tender

Construction Thresholds – Non-Highway

- Up to \$10,000 - Can negotiate with sole supplier
- \$10,000 - \$40,000 – Invited tender submissions from not fewer than three (3) suppliers
- Over \$40,000 - Public tender

Short Form Contract

- Typically used in the Districts
- Designed for contracts valued at less than \$75,000
- Contractors have 14 days to return all required documents to District office
- Work cannot start until all paperwork has been completed

Short Form Tender Documents

- Bid security
 - to be included with bid submission
 - Usually a certified cheque, bank draft or money order
- Confirmation of insurance coverage
 - Schedule E signed by Contractor
 - Confirmation of Coverage signed by Contractor's insurance company
- Confirmation of WorkSafe NB coverage
 - Certificate issued by WorkSafe

Long Form Contract

- Typically used for jobs valued at greater than \$75,000
- Tendered from Head Office in Fredericton
- Must purchase right to bid
- Tenders must be awarded within 21 days
- Work may commence before contract is signed

Long Form Tender Documents

- Required at bid submission
 - DTI will confirm Contractor has purchased the right to bid
 - Bid security (either bid bond, certified cheque irrevocable letter of credit)
 - Letter confirming bid bond has been acquired and paid for (if applicable)
 - Letter confirming ability of contractor to secure a labour and materials payment bond if awarded a contract
 - Letter of good standing from NBCSA
 - This is not legislated but has been incorporated in the DTI Standard Specification and is required for all jobs greater than \$100,000.

Right to Bid

- All bidders must purchase the right to bid
- If right to bid is not purchased, the tender submission will be rejected
- Plans may be purchased and mailed or printed via NBON
 - No charge if printing from NBON
- Right to bid is purchased online via SNB or in person at DTI Head Office

Right to Bid - Transportation

Category	Item	Price (inc. HST)
Structures	Right to Bid	\$92.00
	Plans	\$125.45
	Full Document	\$128.20
Grading	Right to Bid	\$92.00
	Plans	\$105.00
	Full Document	\$107.60
Paving	Right to Bid	\$92.00
	Full Document	\$102.10
Highway Markings	Right to Bid	\$92.00
	Full Document	\$101.70
Gravel Crushing	Right to Bid	\$92.00
	Full Document	\$101.70
Clearing	Right to Bid	\$92.00
	Full Document	\$101.70

Right to Bid - Buildings

- Right to bid cost based on estimated project cost

Estimated Project Cost	Cost (inc. HST)
Less than \$1,000,000	\$57.50
Greater than \$1,000,000	\$230.00

- Hard copies of the tender documents will be shipped to anyone who purchases the right to bid

Where to Submit Your Bid

- All tender submissions must be submitted in person at DTI Head Office

Kings Place
440 King St
King Tower 5th Floor Suite 526
Fredericton, NB
E3B 5H8

- All tender submissions must have the company name and tender number clearly identified on the front of the envelope.

Why Might Your Bid Be Rejected?

- A bid may be rejected for a number of reasons
 - Improper security
 - Not properly signed
 - Does not contain the bid price, unit price or fixed price written in words
 - Name of the company not on the envelope
 - Does not contain a bid for each item required to be bid
 - Contains a bid on an item not included in the bid form
 - Do not attach all addenda
 - For roofing projects, a Roof Guarantee must be submitted
- Refer to CCCA Regulation 82-109 Section 11 for a complete list

Questions Related to Tenders

- Questions related to a transportation tender should be submitted in writing:

dotcontractadmin@gnb.ca

- For a building tender, the tender document will state the contact name and number

Questions

