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| **Section Cover Page** |
| **Section 00 21 14**  **2017-10-24 Instructions to Bidders** |

This Master Specification Section contains:

.1 This Cover Page

.2 Specification Section Text:

1. Summary

2. Bid Submission

3. Invitation to Bid

4. Basis of Bid

5. Sufficiency of Bid

6. Bid Documents

7. Bid and Contact Form

8. Bid and Contract Form Supplements

9. Bid Modification – Hard Copy Bids

10. Bid Withdrawal – Hard Copy Bids

11. Bid Modifications and Withdrawal – Electronic Bids

12. Bid Acceptance – Hardcopy and Electronic Bids

13. Bid Opening

14. Posting of Bid Results and Award Information

15. Irregularities

16. Safety Prequalification

17. Industry Participation in Training Apprentices

18. Availability of Bid Documents

19. Federal Goods and Services Tax

20. Examination of Bid Documents and Site

21. Bid Security

22. Contract Security

23. Product Options and Substitutions

24. Conflicts of Interest

25. Information Disclosure

26. Interpretation and Modification of Bid Documents

27. Confidentiality

28. Trade Agreements

29. Legal Jurisdiction

30. Lobbyist Act

31. Language

32. Addenda

33. Plan Holders and Interested Bidders

34. Inquiries

**Changes made in this Section Update (2017-10-24):**

1. Article to applicable trade agreements has been updated.

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**Changes made in this Section Update (2016-06-24):**

1. References to Alberta Ministry of Jobs, Skills, Training and Labour have been changed to Alberta Ministry of Labour.

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**Changes made in this Section Update (2016-06-10):**

1. All bids will close in Edmonton. Calgary bid submission address deleted.

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**Changes made in this Section Update (2016-04-27):**

1. Modifications have been made through the section to accommodate electronic bid submission requirements.

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**Changes made in Update (2016-01-22):**

1. 13. Safety Qualifications updated to add timeframe for submission of evidence of safety qualifications.

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**Changes made in Update (2015-08-18):**

1. Availability of Bid Documents – Hard copy Bid Documents are no longer available at local Construction Association Plan Rooms.

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**Changes made in Update (2015-07-27):**

1. email was added as a method of delivering addenda to bidders who obtained their Bid Documents from Infrastructure.

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**Changes made in Update (2015-07-15):**

1. Changes related to changing “Procurement Section” to “Procurement Services” and “Tender Administrator” address.

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**Changes made in Update (2015-06-24):**

1. Changed Bid closing time to read : 2:00:59
2. Bid Acceptance period changed back to 35 days

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**Changes made in Update (2015-05-12):**

**Following Articles were added:**

4. Basis of Bid

5. Sufficiency of Bid

**Changes made in Section Update (2015-04-17):**

Bid Acceptance period extended to 60 days

**Changes made in Update (2015-03-31):**

**Added New Article:**

12. Industry Participation Training Apprentices

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**Changes made in Update (2015-03-12):**

**General Changes**

1. Alberta Logo Updated
2. References to “Alberta Infrastructure” changed to “Infrastructure”
3. References to “Minister” changed to Province
4. Tender Administrator contact information was updated

**Following Articles were added:**

13. “GST Excluded” becomes “Federal Goods and Services Tax” and has significant changes

19. Information Disclosure

21. Confidentiality

22. Agreement of Internal Trade and New West Partnership Trade Agreement

23. Legal Jurisdiction

24. Lobbyist Act

25. Language

**Following Articles were modified:**

6. Bid and Contract Form Supplements

- Form 00 25 14A – Confirmation of Mandatory Pre-Bid Meeting Attendance was deleted.

8. Bid Withdrawal and Acceptance

- Deleted clause 8.4 as negation prior to Contract award is no longer permitted.

10. Irregularities

- Wording of clause 10.2 was modified.

11. Safety Prequalifications

- Wording of clause 11.1 and11.2 were modified.

18. Conflict of Interest

- This Article has major changes.

20. Interpretation and Modification of Bid Documents

- This Article has significant changes.

26. Addenda

- This Article has significant changes.

27. Inquiries

- This Article has significant changes.

Articles related to Suspension of Bidders were deleted.

1. SUMMARY

.1 The intent of this bid call is to solicit and receive formal offers to [perform the following Work] [construct the following Project]:

**[                                                                ]**

**[                                                                ]**

**[                                                                ]**

**[                                                                ]**

2. BID SUBMISSION

.1 Electronic or hardcopy bids will be accepted until 2:00:00 p.m. local time on [Month Day, Year] (the "Bid Closing Time") as follows:

.1 Electronic bids:

.1 Submit electronic bids via the Infrastructure designated electronic bid submission system. The electronic bid submission system is accessible via COOLNet Alberta : <http://coolnetalberta.com/login/>

.2 Hard copy bids:

.1 Submit hardcopy bids on the form(s) provided in the Bid Documents using the pre-addressed envelope.

.2 When a pre-addressed envelope is not available, include the following information on a Bidder supplied envelope:

.1 Labeled as a “Bid”.

.2 Name of the Project/Work specified in 1.1.

.3 Address for receipt of bids, as specified in 2.1.

.4 Bidder’s Legal Name

.3 Seal envelope and deliver to”

Tender Administrator

Infrastructure

2nd Floor, (2700)

Infrastructure Building

6950 - 113 Street NW

Edmonton, Alberta T6H 5V7

Fax: 780-422-9686

.3 Oral, telephoned, fax, or e-mail bids will not be accepted nor acknowledged.

.4 In the event that a bidder submits an electronic bid and a hard copy bid, only the electronic bid will be accepted. The hard copy bid will be returned unopened to the bidder.

.2 Visual Appearance of Bid Documents

.1 The hard copy bid documents found in the document package and electronic forms that need to be completed for bid submission on the electronic bid submission system may have different visual appearances. The information required to be submitted however is identical.

.3 Official Bid Closing Time will be determined as follows:

.1 Electronic Bid Submissions: the official time shall be as determined by the electronic bid submission system clock.

.2 Hard Copy Bid Submissions: the official bid closing time shall be as determined by the time recorder clock at the location of submission.

.4 Extension of Bid Closing Time

.1 The Province may extend the Bid Closing Time by addendum.

3. INVITATION TO BID

SPEC NOTE: Include this article for invitational bid calls only, where bidding will be limited to invited Bidders. If Bidders have been formally prequalified, so state. Otherwise delete reference to prequalified Bidders.

.1 This bid call is by invitation only [to prequalified Bidders]. Submit bids only in the name indicated in letter of invitation to bid.

.2 Bids submitted in a name different to that indicated on the invitation, and from Bidders not invited to bid, may cause the bid to be declared invalid and rejected.

4. BASIS OF BID ‑ STIPULATED PRICE

.1 Bids shall be on a stipulated price basis.

***OR***

4. BASIS OF BID ‑ UNIT PRICE

SPEC NOTE: If basis of bid is a unit price arrangement with alternatives, modify this article to suit.

.1 Bids shall be on a unit price basis.

.2 The unit prices, lump sums and allowances stated in the Schedule of Prices shall form the basis of the bid price.

.3 Make entries in Schedule of Prices in figures only. Ensure that figures are legible.

.4 Where, in the Province's opinion, there is a question as to the legibility of figures entered by the Bidder, the Province will make a determination as to legibility. The Province may, at the Province’s sole discretion, declare as invalid and reject any bid that contains figures, which in the Province’s opinion, are illegible or open to dispute.

.5 Extensions of unit prices and addition of extended unit prices, lump sums and allowances entered in Schedule of Prices will be checked by the Province. If arithmetical errors are discovered, the unit prices shall be considered as representing the Bidder's intentions and the unit price extensions and the total amount entered in the Schedule of Prices and the Bid Form will be corrected accordingly by the Province. Bidder shall be bound to such corrected amounts.

.6 If no unit price is stated for an item, but an extended amount is stated, a unit price determined by dividing the extended amount by the estimated quantity shall be considered as representing the Bidder's intentions.

.7 The total amount of the bid shall be the arithmetically correct sum of the arithmetically correct unit price extensions, lump sums and allowances in the Schedule of Prices.

.8 Each unit price stated in the Schedule of Prices shall be a reasonable price for that item of work.

.9 Unless otherwise indicated, quantities specified in Schedule of Prices are estimated quantities and shall not be considered as actual quantities of work to be performed. Subject to Contract terms, unit prices stated in Schedule of Prices shall be applied to actual quantities of work performed as measured in accordance with the Contract.

5. SUFFICIENCY OF BID

.1 The submission of a bid shall constitute an incontrovertible representation by the Bidder that:

.1 the Bidder has complied with all bidding requirements,

.2 the Bidder is qualified and experienced to perform the Work in accordance with the Bid Documents,

.3 the bid is based upon performing the Work in accordance with the Bid Documents, without exception, and

.4 the price or prices stated in the bid cover all the Bidder's obligations under the Contract and all matters and things necessary for the performance of the Work in accordance with the Bid Documents.

6. Bid DOCUMENTS

.1 The Bid Documents consist of these Specifications, the Drawings, if any, information documents, if any, and addenda, if any.

7. BID and contract FORM

.1 Complete Bid and Contract Form by typing or legibly printing, and signing, in spaces provided.

.2 Any required information that is omitted or illegible, any alterations to the text, or any conditions added on or submitted with the Bid and Contract Form may cause the bid to be declared invalid and rejected.

**8. BID AND CONTRACT FORM SUPPLEMENTS**

.1 Prepare and submit each required supplement to the Bid Form (hard copy or electronic) as specified below.

.1 Bid security, as specified in Section 00 43 13.

.2 For hard copy bids submit the Bid Form supplement[s] identified in 8.1 together with the Bid Form in a single envelope.

9. BID MODIFICATION – Hard Copy Bids

.1 A bid, including the Bid Form and Bid Form supplements, submitted in accordance with these bidding requirements may be modified, provided the modification:

.1 is in the form of a fax transmittal received at the fax number specified in 2.1.2.3, before the bid closing time, or

.2 is in the form of a letter received at the address specified in 2.1.2.3 before the bid closing time, and

.3 states the project title, legal name of the Bidder, the nature of the modification, and is signed by an authorized person.

.2 When submitting a modification directing a change in a bid amount, do not reveal the original amount nor the revised amount:

.1 On stipulated price bids, state only the amount to be added to or deducted from the original bid amount.

.2 On unit price bids, state only the amount to be added to or deducted from each original unit price or lump sum in the Schedule of Prices. The Province will adjust extended amounts and the total amount as required by the modification.

.3 When submitting a second or more modifications related to a single bid amount, ensure that there is no ambiguity as to the intended bid price. The written modification shall clearly indicate whether:

.1 the bid amount first submitted is being modified and any previous modifications are to be disregarded, or

.2 a revised bid amount derived from a previous modification is being modified.

.4 Confirm receipt and consideration of all issued addenda.

.5 The Province will assume no responsibility or liability for the content of modifications, or for modifications that are, for any reason, delayed, illegible, unclear as to intent, ambiguous, contrary to these instructions, or otherwise improperly received. The Province may disregard improperly received modifications.

10. BID WITHDRAWAL – Hard Copy Bids

.1 A bid may be withdrawn at any time before the bid closing time, provided the request is in the form of:

.1 a fax transmittal received and printed out in its entirety at the fax number specified in 2.1.2.3, before the bid closing time, or

.2 a letter received at the address specified in 2.1.2.3 before the bid closing time.

.2 Withdrawn bids may be resubmitted in accordance with these bidding requirements providing the resubmitted bid is received at the office specified in 2.1.2.3, before the bid closing time.

11. BID Modification and WITHDRAWAL – Electronic Bids

.1 Bids submitted electronically may be modified or withdrawn at any time before the bid closing time using the processes provided by the electronic bid submission system.

.2 Hard copy modifications to bids that have been submitted electronically will not be accepted

12. Bid Acceptance – Hardcopy and Electronic Bids

.1 A bid may not be withdrawn at or after bid closing time and shall be open to acceptance by the Province until:

.1 some other Bidder has entered into a contract with the Province for performance of the Work, or

.2 35 days after the bid closing time,

whichever occurs first.

.2 The 35 day acceptance period referred to above shall commence at midnight of the date of bid closing and shall terminate at midnight of the 35th day thereafter. If the 35th day falls on a statutory holiday, such day(s) shall be omitted from the computation.

.3 The 35 day acceptance period referred to above may be extended at the Province's request and subject to the Bidder's written agreement to the extension.

.4 The Contract shall be established upon issuance, by the Province to the successful Bidder, of a letter accepting the bid without qualification or, if the letter accepting the bid contains one or more qualifications, upon written acceptance by the Bidder of all such qualifications.

.5 The lowest or any bid will not necessarily be accepted and the Province may reject any and all bids.

13. BID OPENING

.1 A public bid opening will commence no later than 90 minutes after the bid closing time, at the address specified in 2.1.2.3. All bidders are invited to attend.

.2 The legal name of each Bidder and the bid price stated on the Bid Form will be read aloud. The reading aloud of a bid price shall not be considered a representation or warranty that the price is correct or that the bid is valid.

.3 In the event that the electronic bid submission system is not available to the Province to view the bids at the time of bid closing; the Province will postpone the bid opening and notify all bidders of the new time for the bid opening.

14. Posting of Bid REsults and Award Information

.1 Bid results and bid award information will be available on:

.1 Alberta Purchasing Connection

15. IRREGULARITIES

.1 A bid that is informal, incomplete, qualified, non-compliant with the requirements of the Bid Documents, or otherwise irregular in any way, may be declared invalid and rejected.

.2 The Province may accept or waive a minor and inconsequential irregularity.

.3 The determination of what is, or is not, a minor and inconsequential irregularity, the determination of whether to accept, waive, or require correction of an irregularity, and the final determination of the validity of a bid, shall be at the Province's sole discretion.

.4 Discrepancies between words and figures will be resolved in favour of words.

16. SAFETY PREQUALIFICATION

SPEC NOTE: The department’s policy is to normally include this article for all construction contracts whose estimated cost exceeds $100,000. However it should be recognized that for some types of >$100,000 contracts most or all potential Bidders may not be certified, e.g. where the prime contract Bidders will all be 'trade' contractors (not 'general' contractors). This requirement could therefore limit the number of Bidders to an unacceptable degree, in which case waiving this requirement (by deleting this article and related requirements specified in Section 01 00 15, General Requirements, should be reviewed with the department.

.1 As a precondition to contract award, the Prime contractor must provide a valid standard Certificate of Recognition (COR), a valid Certificate of Recognition Equivalency Letter (COREL) for out of province bidders, or a valid Temporary Letter of Certification (TLC) for a standard COR as issued by the Alberta Construction Safety Association (ACSA) or another certifying authorized by the Alberta Ministry of Labour to issue CORs or TLCs. Possession of other than a standard COR, such as a Small Employer Certificate of Recognition (SECOR) is not acceptable.

.2 Submit evidence of safety qualifications by the earlier of:

.1 The date that the Province may request in writing, or

.2 Seven days before expiry of the bid acceptance period.

.3 Prospective Bidders who do not possess a standard COR, COREL or a TLC for a standard COR, and wish to obtain information about obtaining either one, are advised to contact:

The Alberta Construction Safety Association

225 Parsons Rd SW

Edmonton, Alberta T6X 0W6

Telephone: 780-453-3311 or 1-800-661-2272

Fax: 780-455-1120 or 1-877-441-0440

e-mail: [edmonton@acsa-safety.org](mailto:edmonton@acsa-safety.org)

Internet: [www.acsa-safety.org](http://www.acsa-safety.org)

or another certifying partner authorized by Alberta Ministry of Labour.

17. Industry Participation in training Apprentices

.1 The Government of Alberta encourages all bidders to consider employing apprentices on public sector construction projects. To find out more about hiring an apprentice and the supports available for their training, visit [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca).

18. AVAILABILITY OF BID DOCUMENTS

SPEC NOTE: Delete this article for “invitational” tenders, where bid documents are issued to invited bidders with a letter of invitation.

.1 Bid Documents are available, at no charge, to the following bidders only:

.1 Prime contract bidders.

.2 Mechanical subcontract bidders.

.3 Electrical subcontract bidders.

.4 [                                  ].

.5 [                                  ].

.6 [                                  ].

at the following location only:

Tender Administrator

Infrastructure

2nd Floor, (2700)

Infrastructure Building

6950 – 113 Street NW

Edmonton, Alberta T6H 5V7

Telephone: 780-427-3962

Fax: 780-422-9686

Toll free (within Alberta): 310-0000 followed by above telephone or fax number

SPEC NOTE: Include the following three clauses if Bid Documents will be available on COOLNet.

.2 Bid Documents are also available in electronic form, from COOLNet Alberta at[**www.coolnetalberta.com**](http://www.coolnetalberta.com).

.3 The Province will assume no responsibility or liability for the completeness of any Bid Documents obtained from a source other than the address specified in .1 above.

.4 In the event of a discrepancy between Bid Documents obtained from the sources identified above and any other versions of the Bid Documents, the Bid Documents obtained from the sources identified herein shall be deemed to be correct.

.5 Promptly notify the Province at the office identified under “Inquiries” upon discovery of any discrepancies.

19. FEDERAL GOODS AND SERVICES TAX

.1 Each application for payment shall exclude any amount for federal Goods and Services Tax.

1. The Province represents and warrants that, as the purchaser of the Services provided under this Contract, no amount payable under this Contract is subject to the Goods and Services Tax (GST) or Harmonized Sales Tax (HST) under Part IX of the Excise Tax Act (Canada) as amended. The Government of Alberta’s GST Registration Number is 1240 72513 RT0001.

20. EXAMINATION OF BID DOCUMENTS AND SITE

.1 Bidder shall, before submitting a bid:

.1 examine and read the Bid Documents thoroughly,

.2 visit site and its surroundings and other locations to become familiar with local and other conditions affecting the Work,

.3 consider the effect of regulatory requirements applicable to the Work,

.4 study and correlate Bidder's observations with the Bid Documents,

.5 immediately notify Province of all perceived omissions and discovered conflicts, errors and discrepancies in the Bid Documents, and

.6 be satisfied that Bidder understands the Bid Documents and is competent to undertake and complete the Work..

SPEC NOTE: Include Section 00 25 13 if a pre-bid meeting, or a pre-bid meeting in conjunction with a site inspection, is required.

21. BID SECURITY

.1 Provide and submit the bid security specified in Section 00 43 13 - Bid Security.

.2 Bidders who wish to submit bid security other than in the form of a Bid Bond must submit a hard copy bid.

22. CONTRACT SECURITY

.1 Provide and include in bid price for security specified in Section 00 61 13 - Contract Security.

23. PRODUCT options and SUBSTITUTIONS

.1 Where products are specified by a proprietary specification, and substitutions are permitted, Bidders may base their bids on a named product or manufacturer or on unnamed substitutions, subject to the requirements specified for substitutions in the General Conditions.

.2 During the bid period, it is the sole responsibility of each Bidder to determine whether a substitution meets the requirements specified in the General Conditions.

.3 The Province will not consider requests for approval of substitutions from Bidders during bid period. Substitutions will be evaluated and approved or rejected by the Province after contract award.

**24. Conflict of Interest**

* 1. Any business entity or individuals that could create a conflict of interest or a perceived conflict of interest shall not submit a Bid.
  2. If a Bidder considers that a particular relationship or association does not create a real or apparent conflict of interest and will not create a perception of conflict of interest, but is concerned that the Province could arrive at a different conclusion, the Bidder shall:
     1. fully disclose the circumstances to the Province at the earliest possible date, and
     2. request that the Province provide an interpretation before the Bid Closing as to whether the relationship or association creates a conflict of interest or a perception of conflict of interest.
  3. In assessing whether a conflict of interest or a perceived conflict of interest exists; the Province will consider in the exercise of his discretion whether any submissions include:
     1. Individuals who through their current employment or association with the Government of Alberta have had involvement with or knowledge of the Project;
     2. Firms or individuals currently retained by the Province in relation to the Projects;
     3. Any individual that is a member of the Legislative Assembly of Alberta or an associated person as set out in the *Conflicts of Interest Act*; or
     4. Any business entity that consists of or contains current employees of the Government of Alberta.
  4. At the Province’s sole discretion, the Province may disqualify a Bid where a conflict of interest or a perceived conflict of interest exists, or where there is evidence of collusion. The decision of the Province is final and binding.

1. Information Disclosure

.1 The Bidder acknowledges that:

* + 1. The *FOIP Act* applies to all information and records relating to, or obtained, generated, created, collected or provided under, Contract and which are in the custody or under the control of the Province. The *FOIP Act* allows any person a right of access to records in the Province custody or control, subject to limited and specific exceptions as set out in the *FOIP Act*; and
    2. The Bidder, if it considers portions of its Bid to be confidential, shall identify those parts of its Bid to the Province considered to be confidential and what harm could reasonably be expected from disclosure. The Owner does not warrant that this identification will preclude disclosure under the *FOIP Act*.
  1. The purpose of collecting Personal Information for this Bid is to enable the Province to ensure the accuracy and reliability of the information, to evaluate the Bid, and for other related purposes of the Province. Authority for this collection is the *Government Organization Act* (Alberta), as amended from time to time and section 33 (c) of the *FOIP Act*.

26. INTERPRETATION AND MODIFICATION OF BID DOCUMENTS

.1 Submit questions about the meaning and intent of the Bid Documents to the person identified under "Inquiries".

.2 If an inquiry requires an interpretation or modification of the Bid Documents, the response to that inquiry will be issued in the form of a written Addendum only to ensure that all bidders base their bids on the same information.

.3 Submit inquiries as early as possible in the bid period, but no later than five (5) Business Days before Bid Closing. If an inquiry requires an interpretation or modification of the Bid Documents, but is received too close to the bid closing time to permit issuance of an Addendum, the Province may be unable to respond to that inquiry.

.4 Any replies to inquiries or interpretations or modifications of the Bid Documents made by any manner other than in the form of a written Addendum, shall not be binding.

.5 The Bidder has the responsibility to notify the Province, in writing, of any ambiguity, divergence, error, or omission, oversight, contradiction, or item subject to more than one interpretation in these Bid Documents, as it is discovered, and to request any instruction, decision, or direction required to prepare the Bid.

.6 Headings are used for convenience only, and they do not affect the meaning or interpretation of the clauses.

.7 Words in singular include the plural and vice versa.

1. Confidentiality
   1. Subject to article “25. - Information Disclosure”
   2. The Bidder and their employees, subcontractors, and agents shall:
      1. keep strictly confidential all information concerning the Province or third parties, or any of the business or activities of the Province or third parties acquired as a result of participation in this Bid process; and
      2. only use, copy or disclose such information as necessary for the purpose of submitting a Bid or upon written authorization from the Province.
   3. The Bidder shall maintain security standards, including control of access to data and other information consistent with the highest standards of business practice in the industry.
   4. No press release or other public announcement relating to this Bid shall be issued without the prior written consent of the Province.
   5. If a Bidder becomes aware of any situation whereby a breach of confidentiality may have or has occurred, the Bidder shall notify, as soon as is practicable, the contact listed on the front cover of this Bid package and provide details of the situation. The Bidder shall cooperate with the Province with respect to any directions provided by the Province.
   6. If the Bidder, employees, subcontractors, or agents fail to maintain confidentiality or security of information in addition to any other remedies available in law, the result may be suspension of the Bidder, its officers, directors, partners, employees, agents, and representatives from future Province’s opportunities for a period of up to 12 months, as decided in the sole discretion of the Province. Such suspension shall begin when the Bidder is notified by the Province.
2. Trade AgreementS
   1. This procurement is subject to Chapter 5 (Government Procurement) of the Canadian Free Trade Agreement, and the New West Partnership Trade Agreement.
3. Legal Jurisdiction
   1. This Bid process shall be governed and interpreted in accordance with the laws in force in Alberta and the Bidder irrevocably attorns to the exclusive jurisdiction of the Courts in Alberta.
4. LOBBYIST ACT
   1. The Bidder acknowledges that:
      1. the *Lobbyists Act* (Alberta), as amended from time to time, establishes certain obligations and prohibitions with respect to lobbying and contracts for paid advice, as those terms are defined in the *Lobbyists Act*; and
      2. it is responsible for complying with the *Lobbyists Act* (Alberta) during the Bidding process, and if the successful Bidder, during the Contract.
5. Language
   1. All Bids, including attachments and other information, must be in English. However,
   2. notwithstanding this requirement, if a document is not available in English, a translation should accompany the document or be provided within two Business Days of a request by the Province.

32. ADDENDA

.1 During the bid period, the Province may issue addenda.

.2 Bidders who obtained electronic Bid Documents from an electronic plan room such as COOLNet Alberta are advised that it is their responsibility to check the electronic plan room to obtain any addenda that been issued

.3 The Province will email, fax or courier addenda to all parties who have been recorded as having obtained hardcopy Bid Documents from Infrastructure, Procurement Services.

.4 Addenda shall become part of the Bid and Contract Documents.

.5 Each Bidder shall ascertain before bid submission that it has received all addenda issued by the Province and shall, by signing the Bid Form, acknowledge that all issued addenda have been examined, read, and considered in their bid.

SPEC NOTE: When issuing addenda late in the bid period, ensure there is ample time left to ensure receipt by all Bidders before the bid closing time.

33. Plan Holders and Interested Bidders

***SPEC NOTE: Delete the following clause for invitational bid calls, where bidding is limited to invited Bidders.***

.1 A list of Plan Holders and Interested Bidders can be found on:

.1 Alberta Purchasing Connection (APC) <http://www.purchasingconnection.ca>.

.2 COOLNet Alberta <http://coolnetalberta.com>

34. INQUIRIES

SPEC NOTE: The Department’s policy is to have all technical inquiries directed to one person, normally Infrastructure’s Procurement Services – Project Procurement Specialist; thus providing a 'single window' approach for all inquiries. This person will notify the Project Manager as necessary, of inquiries received and determine, in consultation with consultants, appropriate action to be taken, e.g. modifying drawings or specifications by addendum, extending the bid closing time, etc. Confirm with the department the name of the person to be designated to receive inquiries.

.1 Direct inquiries by email during the bid period to the person identified on the cover page.

**END OF SECTION**