



# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## ADMINISTRATIVE REGULATION - APPENDIX C

Regulation Name: Procurement Procedures Regulation Code: BA-5.1.1C  
Section: Business and Administrative Services Policy Code Reference: BA5.1

Established: March 30, 2010  
Revised or  
Reviewed: January 24, 2012, January 16, 2023

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### Bid Irregularities

Bid irregularities are described herein for purposes of determination of bid compliance of the bid submissions when received for a bid opportunity and categorized as follows.

#### 1. Minor Irregularity

A minor irregularity is a deviation from the bid request which affects form rather than substance. The effect on the price, quality, quantity ~~level~~ is not material to the award. If the deviation is permitted or corrected, the bidder would not gain an unfair advantage over competitors. The Board may correct a ~~minor~~ irregularity or permit the bidder to correct a minor irregularity.

#### 2. Major Irregularity

A major irregularity is a deviation from the bid request that affects the price, quality, quantity or delivery, and is material to the award including required signed documents. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The Board must reject any bid which contains a major irregularity. The bidder will be notified of the rejection due to the major irregularity.

#### 3. Summary of Irregularities

The following procedure shall govern interpretation of errors identified in mathematical extensions and/or taxes price information:

- 3.1 when a unit price is requested, the unit price quoted shall govern; or
- 3.2 if only a total price is requested, the total price quoted will govern.

3.3 Summary

Table 3.3 Summary				
Item	Description	Major	Minor	Action
1.	Late bids for any reason.	X		Automatic rejection
2.	Bid Security(A Bid Bond and/or An Agreement to Bond/Surety's Consent) not submitted with the bid when the bid request (or any addendum) indicated that such security is required.	X		Automatic rejection.
3.	Agreement to Bond/Surety's Consent a. Bond company corporate seal or equivalent proof of authority to bind company or signature missing b. Surety company not licenced to do business in Ontario c. Electronically verifiable/enforceable digital (eBond) format d. Must identify the "Obligee" as "Kawartha Pine Ridge District School Board"		X	Will provide the bidder an opportunity to rectify the deficiencies.
4.	Bid Bonds: a. Bond company corporate seal or equivalent proof of authority to bind company or signature missing. b. Surety company not licenced to do business in Ontario. c. Electronically verifiable/enforceable digital (eBond) format d. Must identify the "Obligee" as "Kawartha Pine Ridge District School Board"		X	Will provide the bidder an opportunity to rectify the deficiencies.
5.	Bid Bond and/or An Agreement to Bond/Surety's Consent Document incorrect (amount incorrect, document not certified or as requested).	X		Automatic rejection.
6.	Bidders not attending mandatory site meeting where required.	X		Automatic rejection.
7.	Bid received on documents other than those as provided or requested in bid document.	X		Automatic rejection.
8.	Proof of authority to bind is missing	X		Automatic rejection.

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9.	Bids containing minor clerical errors (e.g., unit prices do not match extension).		X	Will provide the bidder an opportunity to rectify the deficiencies.
10.	Alternate items bid.	X		Automatic rejection

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