

## CONSTRUCTION ASSOCIATION OF NEW BRUNSWICK INC.

### BID DEPOSITORY OF NEW BRUNSWICK E-Bid GUIDELINES

Updated March 20, 2025

**Bid submissions must be sent to the CANB dedicated email address [biddepository@canbebid.ca](mailto:biddepository@canbebid.ca)**

NOTE: - This is a "one-way" email address. It will not, and cannot be accessed, until after Bid Depository Closing Time. Sub-Bidders are responsible to ensure their Bid Package is sent to the proper email address.

All applicable Bid Depository Rules are still in force.

Processing fee for sub-trades bidders shall apply. Members \$75.00 Non-Members \$150.00

Processing fee for Prime Contractors shall apply. Members \$25.00 Non-Members \$50.00

Process for Sub-Trade bidding is as follows. (Read it carefully – as a step-by-step process)

Queries can be sent by email to the regional CANB where the tender is being called.

1. Sub-trade bidders shall advise CANB of their intent to bid by requesting tender documents from their regional CANB office where the tender is being called from. You will be emailed a fillable "TENDER" bid form along with an invoice for the applicable administration fee.  
Note: Form is a pre-structured .pdf document to enter final prices & information using a computer.
2. Sub-Trade Bidders – Complete the fillable "TENDER" bid form for each Prime Bidder you intend to bid.
3. Include any supplementary information required by the Prime Bidders to complete their "TENDER" form, ie: Request for Separate Prices. Acknowledge any and all with \$ value or 0.00, whether they affect your Trade or not. Review addenda carefully and the Prime Bidder Tender Form. Enter the information on the "TENDER" or an attached page if required.
4. On a company letterhead, create a list of Prime Bidders you will be extending your price(s) to. Enter the price beside each name. This list, along with a copy of any completed "TENDER" form is for CANB. Sign & seal your Bid Bond payable to the Successful Prime Contractor and the Agreement to Bond. It is the submitter's responsibility to ensure seal is legible when being transmitted. Scan all these to a PDF format file. (Do Not Include - Insurance Agent Correspondence)
5. Do Not Send - NBCSA & Work Safe certificates, copies of addenda, documents or information NOT required for the Prime Bidders to complete their "TENDER" form.  
Warning - Excess paperwork could be seen by the computer as Anti-virus and/or JUNK and risk diverting your bid package to JUNK mail.
6. Email your tender packet to the CANB dedicated email address, [biddepository@canbebid.ca](mailto:biddepository@canbebid.ca) prior to the published closing date/time. {Scan everything into one file if feasible – not compulsory}
7. Revisions to the price or the bid form must be sent to the same email address [biddepository@canbebid.ca](mailto:biddepository@canbebid.ca) Every email revision must show a receipt time prior to closing time.
8. Bidders shall retain the completed "TENDER" form for Prime Bidders until the official list of acceptable sub-bids has been posted to CINet 2.0. CANB will endeavor to post to CINet 2.0 all acceptable bids on closing day, or as early as possible.  
DO NOT – Forward your Bid to Prime Bidders if it was rejected. (Not listed on CINet 2.0)
9. If you are listed on CINet 2.0 as an accepted Sub-trade Bidder, you must, low bidder or not, email the "TENDER" form packages to all individual Prime Bidders you listed previously. Next confirm to the CANB email bidding address, that all Prime Bidders listed (per item 3) have been quoted. You cannot alter the previous shown bid value.

## BID DEPOSITORY FREQUENTLY ASKED QUESTIONS

### **Can only member contractors use the Bid Depository?**

No. The Bid Depository is a quotation deposit system available to all bidders. There is no preference to members over non-members.

### **Must a Prime Bidder use the low sub-trade bidder?**

No. The Prime Bidder may use any of the sub-bidders whose quotation was received via the Bid Depository.

### **Must a Prime Bidder accept a tender from a sub-trade with which they do NOT want to work?**

No.

### **Can a sub-bidder qualify their tender for work they wish to exclude?**

No. It is expected that the Tender Calling Authority has clearly defined the work for which each Sub-Trade Division is responsible. The Sub-Bidder must bid per plans and specifications and all addenda. A qualified tender will be rejected.

### **To whom is the bond payable?**

Unless it is otherwise specified by the Tender Calling Authority a bond must be payable to the Successful Prime Contractor. A bond not made out as specified will cause the bid to be rejected.

### **Does it cost anything to use the Bid Depository?**

There is no cost to the Tender Calling Authority. The sub-bidders purchase tender forms from the regional construction association where the work is being performed.

### **Must the sub-trade contract be on a CCA document?**

No, although preferred. It can be on any contract form agreeable to both parties. The Rule's intent is to protect the sub-bidder(s) from being penalized should they refuse to accept/sign a contract containing conditions they were unaware of, or did not agree to, at the time of bidding.

### **Does the use of the Bid Depository require any changes to the Prime Contract?**

No. The Prime Contract is between the Prime Bidder and the Tender Calling Authority. The use of the Bid Depository will not affect the performance/content of the work or the documents used for the Prime Contract in any way.

### **What is the disadvantage of using the Bid Depository?**

There should be no disadvantage. Specifiers should, though, take care to clearly define each Tender Section's content responsibility. Advantages outweigh any perceived disadvantages. No differences should be apparent to the Tender Calling Authority other than defining which Trade sub-contractors are tendering via the Bid Depository. The majority of Prime-bid documents require naming these major sub-trades in any case. The fact is - it should be a financial benefit – with confidential bidding sub-trades, not having to reserve funds for "shopping", will submit their most competitive price.

### **Is the Tender Calling Authority involved in disputes?**

No. The Bid Depository is a voluntary industry-operated service for the benefit of the bidders. Disputes are an internal industry matter. Should any complaints be made to the Tender Calling Authority, they should refer the complaint to the CANB Bid Depository Chairperson/Committee.