

Chapter 7 – Bid Phase Guidelines

7.2 BIDDER QUESTIONS

GENERAL

1. Bidder submits questions during the bid period using the electronic Bidder's Question Form located on the OGS Public Web Site.
 - a. Consultant/Designers receiving questions directly from bidder shall redirect bidder / supplier to submit their questions via the OGS Website.
 - b. A Consultant/Designer shall not offer information to a bidder that influences the bid by providing a bidding advantage over other bidders; therefore strict adherence to this procedure is required.
 - c. **The Consultant/Designer must not communicate directly with a potential bidder.** Changes to the contract documents must be by written addenda.
 - d. Note: Conflicts between drawings and specifications:
 - 1) See [General Conditions](#), Article 3 for order of precedence.
 - 2) See Chapter 5.1 for additional information.
2. If a Bidder Question occurs within 10 calendar days of the bid date, the OGS TL / PM / EIC with input by the Consultant/Designer must determine the importance and cost implication of the inconsistency or missing information.
 - a. If the issue can be easily and quickly resolved and has a cost implication, an addendum should be issued.
 - b. If the issue has a cost implication and cannot be quickly resolved or will require time for bidders to price, the receipt of bids should be postponed and the information issued by addendum. This action may require two addenda if the technical information cannot be quickly prepared.
 - 1) The OGS TL / PM must coordinate postponement of bid date with CADM. CADM provides assistance in determining latest dates for addendums and postponement recommendations.
 - c. If the issue has minimal or limited cost implication and/or the project schedule is of high importance the OGS TL / PM may elect not to answer the Bidder Questions.

PROCEDURES

1. Bidder's post Bidder Questions electronically to the OGS public website.
2. CADM (F. Peris) reviews and "accepts" Bidder Question. If a Bidder Question is deemed "unacceptable" it may be responded to by CADM. Qualified Bidder Questions are forwarded electronically to the Project Team. Distribution of Bidder Questions is made using the project staffing list in DCNet. The PM shall ensure DCNet project staffing is updated.



3. CADM sends Bidder Questions email to the TL with copy to:
 - a. Project Manager
 - b. Business Unit Leader
 - c. EIC
 - d. Area Supervisor
 - e. Regional Supervisor

4. Team Leader Tasks:
 - a. Answers Bidder Question or obtains appropriate response from the Consultant/Designer
 - b. Confirms response is appropriate
 - c. Confirms if an addendum is required
 - d. Inserts response using the electronic Bidder Question Form
 - e. Click 'Update' button which submits to CADM (only the TL and PM will be able to submit an electronic response. Coordinate to prevent duplicate responses
 - f. Notify CADM (F. Peris) that DCNet has been updated

5. CADM Tasks:
 - a. Reviews Consultant/Designers Bidder Question response
 - b. May contact TL or PM to review questions related to the formal Bidder Question response
 - c. Posts the Bidder Question response on the OGS website

OGS PUBLIC WEBSITE

1. Bidder Questions and responses will be posted on the OGS Website.

2. After project award, the PM shall review answered Bidder Questions (non addenda) with the EIC to determine if any IB's will need to be issued.

Revision History:

<i>Rev</i>	<i>Date</i>	<i>Description</i>	<i>Reviewed by:</i>	<i>Approved by:</i>
0	10/18/11	Last revised date		
1	08/05/13	Minor revisions	Parnett	Dostie