

| | | | |
|---------------|-------|-------|-------|
| Addendum No.: | _____ | Date: | _____ |
| Addendum No.: | _____ | Date: | _____ |
| Addendum No.: | _____ | Date: | _____ |
| Addendum No.: | _____ | Date: | _____ |

ALBERTA TRANSPORTATION

TENDER [Tender Number]

for

[Primary Type of Work]

[Primary Project]

[Primary Location]

[Primary Km to Km]

[Secondary Type of Work]

[Secondary Project]

[Secondary Location]

[Secondary Km to Km]

[Third Type of Work]

[Third Project]

[Third Location]

[Third Km to Km]

[Region] REGION

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INSTRUCTIONS TO BIDDERS

1. INSTRUCTIONS TO BIDDERS**1.1 CONDITIONS FOR TENDER SUBMISSION**

Bidders may submit Tenders at the following location only.

Alberta Transportation
Project Sponsor:
Address:
City:

Telephone: ()
Fax: ()

Bidders shall submit Tenders before 2:01:00 p.m. on the date set by Alberta Transportation for receiving Tenders. The time and date set for receiving Tenders is indicated on the bottom right-hand corner of the pre-addressed envelope issued with the Tender documents.

The official time of receipt of a Tender will be established using the time recorder clock used by Alberta Transportation to time and date stamp Tender submissions.

Bidders must submit Tenders on the forms issued by Alberta Transportation with the Tender documents.

Bidders must submit all pages entitled "Tender Forms" as issued by Alberta Transportation, sealed in an envelope clearly displaying the following information:

| | |
|--|--|
| Bidders Name : _____ | |
| Address: _____ | |
| TENDER | |
| Alberta Transportation <i>Project Sponsor:</i> <i>Address:</i> <i>City:</i> | |
| Before 2:01:00 p.m. on: xxxxxxxxxxxxxxxx, 2012 Project: [Primary Project] Tender No. [Tender Number] | |

Bidders shall indicate their name and address clearly in the upper left-hand corner of the envelope so that the tender submission can be identified. The pre-addressed envelope issued with the tender documents shall be used whenever possible.

1.2 COMPLETING TENDER FORMS

The "Unit Price Schedule" must be completed by:

- showing the Unit Price (where applicable), and the total for each item in the "Total Bid"

INSTRUCTIONS TO BIDDERS

- column; (in case of discrepancy, the unit price figure will take precedence), and
- showing the tendered lump sum (where applicable) in the "Total Bid" column, and
- showing the sum of all tender item totals in the space marked "Total Tender".

The Tender must be signed by an authorized representative of the Bidder, and

- the official title of the Bidder must be shown; and
- the official seal of the Bidder must be affixed, or the signature must be witnessed and the Affidavit of Execution of the Witness must be completed.

The bid bond accompanying the Tender and made out to the Government of Alberta must be signed and sealed in the space provided, by both the Bidder or its authorized representative, and the Bonding Company. If a certified cheque, money order, or bank draft is used in lieu of a bid bond, it shall be made payable to the "Government of Alberta".

1.3 ADDENDA

Addenda, when issued, form part of the Tender document. The Bidder shall acknowledge receipt of each addendum in the space provided on the Tender forms. The individual items included in the addendum shall be added, deleted or changed in accordance with the instructions contained in the addendum letter. A copy of each addendum will be inserted at the end of the Tender document.

1.4 CHANGES OR WITHDRAWAL OF TENDER SUBMISSIONS

Bidders are advised that requests for withdrawal of Tender submissions must comply with the conditions of Specification 1.2, General.

A Bidder wishing to make changes to its Tender before the time set for receiving Tenders may withdraw the Tender submission in accordance with the conditions of Specification 1.2, General. The modified Tender may then be resubmitted in the same sealed envelope, up to the time and date set for receiving Tenders.

Alternatively, if this change is to the unit price schedule only, the Bidder may send a facsimile (FAX) message to the individual identified in Section 1.1 of the Instructions to Bidders on a copy of the "TENDER AMENDMENT FORM" found in this Tender document. To be acceptable, the form must be received before 2:01:00 p.m. on the date shown for receiving Tenders.

1.5 PROJECT INQUIRIES

For information regarding this project, you may contact:

Contact Person:

Organization:

Address:

E-mail:

Telephone:

Fax:

1.6 PRE-TENDER MEETINGS

A pre-tender meeting will be held during the second week of the tendering period. Bidders wishing to attend may obtain the place and time of the meeting by contacting *Consultant Name*.

INSTRUCTIONS TO BIDDERS**1.7 SIGNED CONTRACT PACKAGE**

The Contract forms, Statutory Declarations and any other applicable forms and schedules will be completed by the successful bidder and included in the signed contract.

Sample copies of the above noted forms are available on-line on the Department's web site at:

<http://www.transportation.alberta.ca/705.htm>

1.8 SAFETY PREQUALIFICATION

Contracts will only be awarded to Bidders who, prior to the time fixed for receiving tenders, possess a Certificate of Recognition (COR) which is relevant to their industry and which is recognized by Alberta Employment and Immigration; Workplace Health and Safety.

Bidders are advised that a small employers certificate of recognition (for employers with less than ten employees) is not considered acceptable.

For Bidders who have not obtained a Certificate of Recognition, a valid Temporary Letter of Certification (TLC) issued by the Alberta Construction Safety Association (ACSA) will be considered acceptable.

Alberta Transportation will confirm that the Bidder possesses a COR or a valid TLC through the Alberta Construction Safety Association.

Prospective Bidder's who do not possess a COR and wish to obtain information about obtaining a COR or TLC, are advised to contact:

The Alberta Construction Safety Association
#101, 13025 - St. Albert Trail
Edmonton, AB, T5L 5G2
Web Site: www.acsa-safety.org

Telephone: (780) 453-3311 or
(Toll Free) 1-800-661-2272
Fax: (780) 455-1120

1.9 SPECIFICATIONS AND STANDARD DRAWINGS

The Department's Specification, Specification Amendment, and select Drawing manuals referenced herein can be purchased separately from Alberta Transportation, Program Management Branch, Suite 100, First Floor, Twin Atria Building, 4999 - 98 Ave., Edmonton, AB, Telephone: (780) 415-1068.

Alternatively, the documents may be viewed on-line on the Department's web site at: www.transportation.alberta.ca under the "TENDERING AND CONTRACTING" heading.

1.10 CONTRACT INFORMATION DOCUMENTS**1.10.1 Reference Plans and Drawings**

Reference plans and drawings which are not bound in the Tender document or Specifications will be available for viewing at the Alberta Transportation office located in:

1.10.2 Design Cross-Sections

INSTRUCTIONS TO BIDDERS

Books containing all design cross-sections on the main alignment, which are not bound in the Tender document or Specifications, will be available for viewing at the Alberta Transportation office located in:

Bidders wishing to purchase copies of the design cross-section books during the tendering period may purchase them for \$45.00 per set from Alberta Transportation.

1.10.3 Environmental Information

The following additional information is available for viewing during the tender period at the Alberta Transportation tender distribution offices located in Lethbridge, Calgary, Red Deer, Edmonton and Peace River; and at the offices of *consultant name*:

- *report 1*
- *report 2*

1.10.4 Geotechnical/Soils Information

The following additional information is available for viewing during the tender period at the Alberta Transportation tender distribution offices located in Lethbridge, Calgary, Red Deer, Edmonton and Peace River; and at the offices of *consultant name*:

- *report 1*
- *report 2*

1.11 FULL SIZE PLANS AND DRAWINGS

Full size plans and drawings for this tender are available for viewing at the Alberta Transportation office located in:

Bidders wishing to order full size plans and drawings may purchase them for \$ 45.00 per set from Alberta Transportation.

TENDER FORMS

2. TENDER FORMS**2.1 TENDER FOR CONSTRUCTION**

To the Executive Director, Program Management Branch, of Alberta Transportation of the Province of Alberta:

(Name Of Contractor)

the undersigned, hereby tenders and agrees to execute and construct all the work of every description required in the construction and final completion of the following work:

[Primary Type of Work]

[Primary Project]

[Primary Location]

[Primary Km to Km]

[Secondary Type of Work]

[Secondary Project]

[Secondary Location]

[Secondary Km to Km]

[Third Type of Work]

[Third Project]

[Third Location]

[Third Km to Km]

[Region] REGION

in strict accordance with the plans and specifications, for the unit prices in the unit price schedule enclosed.

The undersigned acknowledges receipt of the following addenda,

_____,

_____,

_____,

which shall form part of the Tender document.

TENDER FORMS

2.2 UNIT PRICE SCHEDULE

(Insert unit price schedule file generated from WP template supplied with CBIS program here or fill-in the following Unit Price Schedule)

| ITEM NO. | DESCRIPTION | ESTIMATED QUANTITY | UNIT PRICE | TOTAL BID |
|--------------|---|--------------------|----------------------|-----------|
| 1 | Description..... (Special Provisions)(Spec.Ref.) | _____ units | \$ _____ per unit | \$ _____ |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL TENDER | | | | \$ _____ |

TENDER FORMS

2.3 TENDER AGREEMENT

The Minister of Transportation reserves the right to reject any or all tenders, to accept any tender, or to accept any offer which he may consider in the best interests of the Province.

2.3.1 Tender Security

The undersigned encloses herewith as Tender Security a bid bond, certified cheque, bank draft or money order payable to the Government of Alberta for _____ and the undersigned hereby agrees that should he refuse or fail within twenty-one days after a Contract is offered to him by the Minister for acceptance,

- (a) to enter into a Contract with the Crown for the performance of the work and /or the supplying of material covered by this tender, and
- (b) to provide security and insurance as required by the Specifications,

and a Contract for the work and/or material is entered into with some other person for a greater amount, the undersigned hereby agrees to forfeit all right and title to the aforementioned deposit, and the same is forfeited to the Crown.

2.3.2 Tender Withdrawal

The undersigned hereby agrees that he will not withdraw this tender after the time fixed for receiving tenders,

- (a) until some other person has entered into a contract with the Crown for the performance of the work and/or the supplying of the materials specified in the notice inviting tenders, or
- (b) until thirty-five days after the time fixed for receiving this tender,

whichever first occurs.

2.4 AGREEMENT

Should this tender be accepted, the undersigned agrees to enter into written agreement with the Minister of Transportation of the Province of Alberta for the faithful performance of the works covered by this tender, in accordance with the said plans and specifications and complete the said work on or before **[Completion Date]**.

TENDER FORMS

2.5 TENDER SIGNING AND SEALING

An authorized signing officer shall affix his signature to this Tender. The Tender shall be either sealed with the Company Seal, or the Affidavit of Execution of the Witness shall be completed. Failure to comply may result in the tender being rejected.

| | |
|---|--|
| <p style="text-align: center;">AFFIDAVIT OF EXECUTION</p> <p style="text-align: center;">CANADA PROVINCE OF ALBERTA TO WIT:</p> <p>I, _____ of the City of _____ _____ in the Province of _____ _____ make oath and say:</p> <p>(1) That I was personally present and did see _____ named in the annexed instrument, and who is known to me to be the person named therein, duly sign and execute the same for the purposes named therein; that the same was executed at the _____ of _____ said Province, and that I am the subscribing witness thereto;</p> <p>(2) That I personally know the said _____ and he is in my belief of the full age of eighteen years.</p> <p>SWORN before me at the City of _____ in the Province of Alberta, this _____ day of _____ 200__.</p> <p style="text-align: center;">_____ Witness Sign Here</p> <p style="text-align: center;">_____ A Commissioner for Oaths in and for the Province of Alberta</p> | (Seal) |
| | Contractor's Name (Company Name) |
| | Authorized Signature |
| | Signature Printed |
| | Address |
| | Address Postal Code |
| | Contractor's Telephone Number |
| | Witness (Signature) |
| | Witness (Printed) |
| Date | |

TENDER AMENDMENT FORMS

3. TENDER AMENDMENT FORMS

I, _____ of _____
 (Name of Authorized Officer) (Name of Company)

the undersigned, modify the unit price schedule for our tender as shown in the following table:

| UNIT PRICE SCHEDULE CHANGES Replaces previous Unit Price Schedule Changes | | | | |
|--|-------------|--------------------|------------------------------|------------------------------------|
| ITEM NO. | DESCRIPTION | Estimated Quantity | Unit Price Changes + or - | Net Change for this Item + or - |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| INCREASE (+) OR REDUCE (-) TOTAL TENDER BY: | | | | |

Modify here the list of Addendum Number(s) received, if different from what was indicated on the originally submitted Tender Forms: _____, _____, _____, _____.

We also acknowledge and agree that:

1. This change supersedes all previous changes including those to other bid items. Previously submitted changes are all null and void.
2. We accept full responsibility for any lack of confidentiality arising from the use of this process.
3. Failure of these revisions to arrive, on time, accurately or completely for any reason will render these revisions null and void.

_____ being _____
 Signature Position in Company

of _____ dated _____
 Company Name Date

Send by Fax to () , "Attention: individual identified in Section 1.1 "

CONTRACT FORMS

4. CONTRACT FORMS (NOTE: This Section is to be Included only in the Contract Document and is NOT to be included in the tender version)

4.1 CONTRACT

THIS Agreement made and concluded in duplicate as of this _____ day of _____, 20____, between Her Majesty the Queen, represented in her behalf by the Honourable The Minister of Transportation for the said Province of Alberta (hereinafter called "the Minister") of the first part and _____ of the _____ in the Province of _____ (hereinafter called "the Contractor") of the second part.

WITNESSETH, that for and in consideration of the covenants and agreements on the part of the Minister, hereinafter contained and the prices hereinafter mentioned, the Contractor for himself, his executors, administrators and assigns, covenants and agrees with the Minister to do, furnish and perform the works, materials, matters, and things required to be done, furnished and performed, in the manner hereinafter described, in connection with the following work or works, namely:

| | |
|---------------------|--------------------------|
| | [Primary Type of Work] |
| [Primary Project] | [Primary Location] |
| | [Primary Km to Km] |
| | [Secondary Type of Work] |
| [Secondary Project] | [Secondary Location] |
| | [Secondary Km to Km] |
| | [Third Type of Work] |
| [Third Project] | [Third Location] |
| | [Third Km to Km] |
| | [Region] REGION |

in strict accordance with the plans and specifications of said work hereto attached, and to deliver the same over, complete and fully finished in every particular to the Minister on or before [Completion Date].

CONTRACT FORMS

IT is mutually agreed that the attached tender or proposal and bond of the Contractor, together with the plans, specifications and any special provisions herein designated and referred to are hereby made and shall be considered part of this Agreement the same as if herein fully set forth.

IN CONSIDERATION WHEREOF, and upon the Contractor fully completing and executing in every particular the work herein contracted for within the time hereinbefore set out, and upon the said Contractor satisfying the said Minister that all just claims for labour and materials and for damages in connection with the work have been paid, the said Minister covenants, promises and agrees to pay unto and to the said Contractor for the actual amount of work done and materials in place at the unit prices stated in the Contractor's attached proposal or tender.

IN WITNESS WHEREOF, the Contractor has hereunto set his hand and seal as of the day and year herein mentioned, and these presents have been signed and sealed by the Senior Advisor to the Deputy Minister of Transportation of the Province of Alberta, on behalf of Her Majesty the Queen.

SIGNED, SEALED AND DELIVERED BY THE
CONTRACTOR IN THE PRESENCE OF:

Contractor

SIGNED AND SEALED ON BEHALF OF THE
MINISTER OF THE DEPARTMENT OF
TRANSPORTATION:

Regional Director,
[Region] Region,
Alberta Transportation

SPECIAL PROVISIONS

5. SPECIAL PROVISIONS**5.1 STANDARD SPECIFICATIONS, SPECIFICATION AMENDMENTS AND TYPICAL DRAWINGS****5.1.1 Department Name Change**

Due to government reorganization, the Department's name has changed. As a result, some specifications, drawings, plans and other documents in this contract may continue to reference Alberta Infrastructure, Alberta Infrastructure and Transportation or Alberta Transportation and Utilities. Please be advised that any references to Alberta Infrastructure, Alberta Infrastructure and Transportation or Alberta Transportation and Utilities shall mean Alberta Transportation.

5.1.2 Standard Specifications for Highway Construction and Bridge Construction Work

The specifications for highway and bridge construction work, which shall form part of the Contract Agreement, are published in the following Department manuals:

- General Specifications, Specification Amendments and Supplemental Specifications for Highway and Bridge Construction - Edition 14, 2010;
- Standard Specifications For Highway Construction - Edition 14, 2010;
- Specifications for Bridge Construction - 2010.

5.1.3 Typical Drawings

The following additional specifications and typical drawings, which form part of the Contract Agreement, are available for viewing and/or download from the Departments web site at the following address: www.transportation.alberta.ca under the "TENDERING AND CONTRACTING" heading:

- Typical minimum requirements for traffic accommodation and construction zone temporary signing are included in the manual entitled "Traffic Accommodation in Work Zones Manual, 1st Edition, 2008".

It may be necessary for the Contractor to modify these drawings and/or develop new drawings to address non-typical situations when developing the Traffic Accommodation Strategy in accordance with specification 7.1, Traffic Accommodation and Temporary Signing.

- Typical minimum requirements for pavement markings are included in the Department manual entitled "Alberta Highway Pavement Marking Guide, 2nd Edition, issued March 2003".
- Drawings showing the typical minimum requirements for permanent highway signage are available through the "Typical Signage Drawings" link.
- Drawings showing the typical minimum requirements for barriers are available through the "Typical Barrier Drawings" and "Roadside Design Guide" links.
- Typical minimum requirements for erosion and sediment control devices are available through the "Design Guidelines for Erosion and Sediment Control For Highways" link.
- Typical minimum requirements for highway street lighting devices are included in the

SPECIAL PROVISIONS

Department manual entitled "Highway Lighting Guide - 2003".

- All other typical plans and drawings are included in the Department manual entitled "CB-6 Highway Standard Plates - Revised August 2002".

Hard copy versions of select manuals are available for purchase from Alberta Transportation, Program Management Branch, First Floor, Twin Atria Building, 4999 - 98 Ave., Edmonton, AB, Telephone: (780) 415-1068.

Bidders are advised that, from time to time, the Department may issue revisions to existing drawings, and/or may insert drawings into the above mentioned manuals without re-printing hard-copy editions of the manual. These new and/or revised drawings will be available on the Department's web site.

Bidders are further advised that any drawing revisions and/or new drawings that are posted on the Department's web site as of five calendar days prior to the date set for the opening of tenders, will apply to this Project.

Any standard drawings that are not available on the Department's web site will be included in the Contract documents.

5.1.4 Specification Amendments

The following checked off specification amendments as contained in the manual entitled "General Specifications, Specification Amendments and Supplemental Specifications for Highway and Bridge Construction" - Edition 14, 2010 are applicable for this Contract. Those items not marked-off do not apply to this Contract. These specification amendments may contain modifications to the payment clauses for those specifications which are amended.

| X | AMENDMENTS TO SPECIFICATIONS | |
|---|-------------------------------------|---|
| | DESIGNATION | GENERAL DESCRIPTION |
| SECTION 1 - GENERAL SPECIFICATIONS | | |
| | AMC_C125.2 | Priority Line Painting for Site Occupancy |
| | AMC_C125.3 | Non-Priority Line Painting for Site Occupancy |
| | AMC_S53.1 | Construction Staking and Survey Majority by Contractor |
| | AMC_S53.2 | Construction Staking and Survey Majority by Consultant |
| | AMC_S53.3 | Construction Staking and Survey for Bridge Structures |
| | AMC_C230 | Diesel Fuel Cost Adjustment |
| SECTION 3 - SURFACING | | |
| | AMC_S116 | Tolerances for Surface Finish |
| | AMC_S155 | Hot In-Place Recycled Asphalt Pavement - EPS |
| | AMC_S201 | Acceptance Testing for Contracts with Small Quantities (less than 1000 tonnes) of Asphalt Concrete Pavement (ACP) |
| SECTION 4 - MISCELLANEOUS | | |
| | AMC_S231 | Truck Haul Registry |

SPECIAL PROVISIONS

| | | |
|---|-------------------------------------|--|
| X | AMENDMENTS TO SPECIFICATIONS | |
| | DESIGNATION | GENERAL DESCRIPTION |
| SECTION 5 - MATERIALS | | |
| | AMC_S9.4 | Supply of Aggregate - With Option |
| | AMC_S9.5 | Supply of Aggregate - No Option |
| | AMC_S9.6 | Supply of Aggregate - Designated Source |
| | AMC_C218 | Interim Supply of Materials |
| BRIDGE CONSTRUCTION SPECIFICATIONS | | |
| | AMC_B013 | Adjustment of Completion Date and Liquidated Damages |
| | AMC_B010 | Site Occupancy for Contracts with Major Bridge Component |
| | AMC_B011 | Lane Closure for Bridge Construction |
| | AMC_B020 | Site Offices for Bridge Structure Construction |
| | AMC_B219 | Course of Construction Insurance - Optional |
| SUPPLEMENTAL SPECIFICATIONS | | |
| | 6.15 | Fish Capture and Release |

5.2 STANDARD DRAWINGS

In addition to the standard drawings referenced in the specifications, the following standard drawings shall apply:

| DRAWING No. | DESCRIPTION |
|--------------------|--------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |

5.3 CONTRACT INFORMATION DOCUMENTS

Contract Information Documents including, but not limited to, geotechnical reports, miscellaneous documents, and reference drawings that may have been provided to the Contractor, or made available to the Contractor for viewing during the tender period shall not be considered part of the Contract documents.

The Contractor is not entitled to rely upon the factual information or factual data in any Contract Information Document, nor any opinions or interpretations contained therein. Contract Information Documents shall not be considered accurate, complete or appropriate; and are made available solely for the purpose of providing the Bidder with access to the information

SPECIAL PROVISIONS

available to the Minister.

5.4 CONSULTANT

The Consultant, as defined in Section 1.1.7, Consultant, of Specification 1.1, Definitions; and as referenced in the specifications, will be:

Organization:

Address:

Telephone:

Fax:

5.5 SCOPE OF WORK

The scope of work for this project includes, but is not limited to, the following:

- *insert bulleted list of major activities*

Unless otherwise specified, the Contractor shall supply all materials necessary to complete the Work. A complete job is called for, therefore any labour, material, equipment, tool or incidental item not specifically mentioned, but necessary for completeness will be considered incidental to the Work, and no separate or additional payment will be made.

SPECIFICATION AMENDMENTS

6. SPECIFICATION AMENDMENTS

SUPPLEMENTAL SPECIFICATIONS

7. SUPPLEMENTAL SPECIFICATIONS

PLANS, DRAWINGS AND PERMITS

8. PLANS, DRAWINGS AND PERMITS

8.1 SEPARATE PLANS

The following plans, which are included separately, form part of the Contract documents.

[illegible]

8.2 REFERENCE PLANS

The following reference plans, which are included separately, are provided for information purposes only and do not form part of the Contract documents:

The following reference drawings are for information purposes only, and are available for viewing at the locations noted in the Instructions to Bidders Section of this document:

[illegible]

PLANS, DRAWINGS AND PERMITS

8.3 STANDARD PLANS

PLANS, DRAWINGS AND PERMITS

8.4 PIT PLANS

PLANS, DRAWINGS AND PERMITS

8.5 AGGREGATES TESTING PLANS AND DATA SHEETS

PLANS, DRAWINGS AND PERMITS

8.6 ENVIRONMENTAL PERMITS AND AUTHORIZATIONS

PLANS, DRAWINGS AND PERMITS

8.7 CONTRACT PLANS

ADDENDA

9. ADDENDA