



Instructions to Bidders



Instructions to Bidders Process

Last Updated: 10/03/2025

1 Procedure

1.1 Instructions To Bidders (ITB)

Clarity and comprehensive communication are crucial for project success. The "Instructions to Bidders" document ensures that all prospective bidders understand the project requirements and procedures, promoting a fair bidding environment.

- Clear Communication

The primary purpose is to establish clear communication, outlining all pertinent project information such as scope, schedule, and submission requirements. This minimizes misunderstandings and sets a uniform baseline for all bidders.

- Defining Scope and Specifications

This document provides a detailed description of the project's scope, including technical specifications and drawings, ensuring all bidders understand the project fully.

- Clarifying Submission Requirements

It clearly defines the submission process, including the format, required documentation, deadlines, and specific procedures. This standardization allows for easier comparison and evaluation of bids.

- Outlining Evaluation Criteria

The Instructions to Bidders outline the criteria for bid evaluation, such as cost, schedule, experience, and technical approach. This transparency helps bidders tailor their proposals to meet project priorities.

- Ensuring Compliance with Legal Requirements

Including information about legal and regulatory requirements ensures bidders can comply with licensing, bonding, insurance, and safety regulations, preventing potential legal issues.



Instructions to Bidders Process

Last Updated: 10/03/2025

- Promoting Fairness and Transparency

By providing all bidders with the same information and opportunities for clarification, the document fosters a fair and competitive bidding environment.

- Compass Prequalification

We're excited to partner with COMPASS by Bespoke Metrics to enhance our subcontractor pre-qualification and risk management. Your participation in this program will better position you to secure work with Keller Construction Ltd.

COMPASS is a secure web-based platform that protects your data and streamlines pre-qualification requests.

Register at https://compass-app.com/?referral_code=7a11290c-c252-4417-8a34-72cbba3d07e2 to start.

An annual fee may apply based on your revenue, but benefits include:

- *Streamline your prequalification process with a single, industry-standard 1Form, saving your team hours of redundant paperwork and reducing administrative costs.*
- *Boost your firm's competitive edge with a personalized QScore that highlights your strengths, increasing visibility to top general contractors and unlocking more lucrative project opportunities.*
- *Safeguard your business's confidential data through SOC 2-compliant security, minimizing risks of breaches and ensuring compliance that protects your company's reputation and assets.*
- *Gain preferred status on COMPASS Select lists, positioning your company as a top choice for GCs and accelerating access to high-value contracts.*
- *Effortlessly and securely share your 1Form with potential partners, empowering your sales efforts and fostering faster business growth without compromising data integrity.*



Instructions to Bidders Process

Last Updated: 10/03/2025

This boosts security, efficiency, and your positioning as a preferred subcontractor with Keller.

Questions? Contact:

Courtney Quinn: cquinn@bespokemetrics.com, 647-282-4969

Regan Solbak: regans@keller.ab.ca, 780-720-9097

1.2 Keller Boilerplate ITB

The following is to be tailored based on specific project consideration and included with tender documentation.

Keller Boilerplate ITB

1. SUMMARY

- .1 The intent of this bid call is to solicit and receive formal offers to perform the Works at the following project:

[Insert Project Name]

at

[Insert Project Address]

2. BID SUBMISSION

- .1 Bids will be received electronically before *[Insert Time HH:MM]* MST on *[Insert Date MMM DD, YYYY]* to:

marcb@keller.ab.ca or lead estimator

- .2 Submit one copy of Bid, via email or the Building Connected platform to Keller Construction Ltd. complete with the following information:



Instructions to Bidders Process

Last Updated: 10/03/2025

- a. A schedule of values – bid price broken down by major activity (labor/material) for accounting purposes only
 - b. All required separate prices, alternative prices and itemized prices are to be shown as individual line items within your quotation, as requested/detailed within the Tender documentation
- .3 Bidder shall clearly describe the quoted scope and total price.
- .4 It is the responsibility of the bidder to ensure their bids are received prior to the closing date and time.
- .5 Examination and Interpretation of Documents
You shall be solely responsible for examining the Tender/Bid Package and all of the documents relating to the Project available for review at the offices of Keller Construction Ltd. (collectively with the Tender/Bid Package, the “Tender Documents”) and independently informing and satisfying yourself with respect to any and all information contained therein, and any and all conditions which may in any way affects your Tender/Bid.

You are solely responsible to satisfy yourself as to the nature of the project, the general and local conditions to be encountered in the performance of the Work, and all other matters which may in any way affect the performance of the Work, the cost or time required in connection with the same.

In connection with the foregoing, you are required to review all of the Tender Documents and promptly report, or request verification of, any discrepancy, deficiency, ambiguity, error, inconsistency or omission contained therein to the attention of Mr. Marc Brown by email marcb@Keller.ab.ca.

- .6 Keller Construction Ltd. reserve the right not to respond to any report or request made by you or to distribute copies of any reports or requests received from you and responses thereto to the other bidders. Where, in the sole opinion of the Keller Construction Ltd., such report or request necessitates a change to the Tender Documents, the Keller Construction Ltd. will prepare and issue an appropriate Addendum to the Tender



Instructions to Bidders Process

Last Updated: 10/03/2025

package, which shall be circulated by the Keller Construction Ltd. to all invited bidders via Building Connected.

.7 Tender/Bid Validity

Tenders/Bids shall be valid and open for acceptance by Keller Construction Ltd. until 17:00 on the *[Insert Day as per Client Tender Document] [Day in words] [Day in Numerical Form]* day following the date of Tender/Bid closing (the “Tender/Bid Expiry Date”).

.8 Assessment of Tenders/Bids

a. Keller Construction Ltd.;

- .1 reserves the right to reject any and all Tenderers/Bidders
- .2 reserves the right to request additional information or clarifications from one or more Bidders
- .3 reserves the right to enter into negotiations with multiple Bidders
- .4 reserves the right to waive irregularities in a Tender/Bid
- .5 takes no responsibility for expenses incurred by a Bidder in responding to the Tender

b. Keller Construction Ltd. is not obliged to accept the lowest bid or, indeed, any bid.

c. Notwithstanding anything else in the Tender Documents or this Invitation/Instructions to Tenderer/Bidder, Keller Construction Ltd. has the right to change the dates, schedule and deadline or to reject any or all of the Tenders/Bids, or to change the limits and scope of the Work or the Project, or to cancel the invitation for Tenders/Bids for the Work for the Project for any reason whatsoever, without incurring any liability for costs and damages incurred by you.

.9 Disclosure of Information and Communication Procedures

a. All Tender documentation and communications will be issued by Keller Construction Ltd. via Building Connected.

b. All requests for information (RFI's) are to be communicated to Keller Construction Ltd. via email, 7 days prior to the closing date of the Tender; marcb@keller.ab.ca



Instructions to Bidders Process

Last Updated: 10/03/2025

- .10 Time to be of Essence
Time is of the essence in this invitation for Tenders/Bids.

3. BASIS OF BID - STIPULATED PRICE

- .1 Bids shall be on a stipulated price basis.

4. 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.

5. BID DOCUMENTS

- 1. The Bid Documents are the documents issued or made available to Bidders by the Construction Manager for the purposes of preparing a bid. The Bid Documents consist of the following:
 - 1. Instructions to Bidders
 - 2. *[Insert Bid Document(s)]*
 - 3. *[Insert Bid Document(s)]*
 - 4. *[Insert Bid Document(s)]*
 - 5. *[Insert Bid Document(s)]*
 - 6. *[Insert Bid Document(s)]*

BIDDERS WILL OBTAIN BID DOCUMENTS / DRAWINGS
DISTRIBUTION



Instructions to Bidders Process

Last Updated: 10/03/2025

1. Keller Construction Ltd. shall provide an electronic copy of the construction documents to the successful bidder. Subcontractors will be responsible for obtaining additional copies of the construction documents at their own expense.

6. **BID MODIFICATION**

- .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 letter received at the address specified in 2.1 before the bid closing time, and
 - .2 states the name of the bidder, the nature of the modification, and is signed by an authorized person.

7. **BID WITHDRAWAL AND ACCEPTANCE**

- .1 At the bidder's request, a bid may be withdrawn at any time before the bid closing time.
- .2 A bid may not be withdrawn at or after bid closing time and shall be open to acceptance by the Construction manager until:
 - .1 some other bidder has entered into a contract with the Construction Manager for the performance of the Work, or
 - .2 60 days after the bid closing time,Whichever occurs first.

8. **SAFETY**



Instructions to Bidders Process

Last Updated: 10/03/2025

1. If you are the successful bidder you are required to deliver prior to the commencement of work on-site evidence of good standing for this classification of work from WCB.
2. The successful bidder(s) shall possess, a valid standard Certificate of Recognition (COR) or a valid Temporary Letter of Certification (TLC) for a standard COR as issued by the Alberta Construction Safety Association (ACSA) or another certifying partner authorized by Alberta Employment, Immigration and Industry to issue CORs or TLCs. Possession of other than a standard COR, such as a Small Employer Certificate of Recognition (SECOR) is not acceptable.
3. Keller Construction Ltd. may, after bid submission and prior to contract award, require proof of possession of a valid standard COR or TLC. A bid from a bidder who fails to submit the required proof may be declared invalid and may be rejected.
4. The bidder is to ensure that they retain a reliable and stable workforce and that operatives will not change on a daily basis. Evidence of all training and trade-specific qualifications are to be provided. Failure to provide this may result in the operative not being inducted and allowed on-site until evidence is received.

9. TAXES

- .1 Bidders shall not include GST in their bid prices.
- .2 Where applicable, bidders shall include PST in their prices.

10. AGREEMENT

- .1 The successful bidder will be required to execute a unamended Keller Construction Ltd. Subcontract for the performance of the Work. Subcontract is available upon request.



Instructions to Bidders Process

Last Updated: 10/03/2025

11. RESOURCES

- .1 The bidder is advised that multiple visits to the site will be required to carry out and complete the Sub-Contract Works in and around other trades. No claims for additional reimbursement will be entertained for return visits.
- .2 The bidder has allowed for a working supervisor for the duration of their works.
- .3 The bidder has allowed for all provisions in relation to working within areas where multiple subcontractors are working concurrently.
- .4 Your bid submission is to be inclusive of the manpower (secondary shifts as required), material delivery considerations (pre-fabrication as required), and equipment required to achieve completion of your Work.

12. DIVISION OF WORK

Work specified in the Specifications is divided into Divisions and Sections for reference purposes only. Except as may be otherwise specified in the Bid Documents, division of work among Subcontractors, Sub-subcontractors and suppliers is the bidder's responsibility. Keller Construction Ltd. will not assume any responsibility to act as arbiters to establish sub-, and supplier limits between sections or divisions of work.

13. ADDENDA

- .1 During the bid period, Addenda will be issued via email, fax or courier to all parties recorded by the Construction Manager as having received Bid Documents from the Construction Manager.
- .2 Addenda shall become part of the Bid and Contract Documents.
- .4 Each bidder shall ascertain before bid submission that it has received or read all Addenda issued by the Construction Manager and list all addenda on the bid form.



Instructions to Bidders Process

Last Updated: 10/03/2025

14. INSURANCE

The Subcontractor shall obtain and maintain during the completion of the Work, at its own cost, such insurance as is required pursuant to the Prime Contract and, if not referred to in the Prime Contract, the following insurance:

- .1 All required coverage for its workers pursuant to the Workers Compensation Act. The Subcontractor warrants and represents that all assessments or amounts payable by it to the Workers' Compensation Board have been and will continue to be paid;
- .2 Commercial General Liability insurance in the sum of not less than \$10,000,000 per occurrence or at such higher amount as provided for in the Prime Contract. The Subcontractor shall add the Contractor as an additional insured and waive its insurer's right to subrogate against the Contractor, its affiliates and their respective employees, officers, directors and agents. The policy shall state that it cannot be cancelled or lapsed without at least thirty (30) days prior written notice by the insurer to the Contractor. Prior to the commencement of the Work, the Subcontractor shall provide to the Contractor a Certificate of Insurance;
- .3 Automobile Liability insurance on all of its vehicles in the sum of not less than \$10,000,000 or at such higher amount as provided for in the Prime Contract;
- .4 Contractors Pollution Liability, not limited to sudden and accidental losses, or with a time element for detection/reporting, in the sum of not less than \$5,000,000, per occurrence for bodily injury, death and damage to property; and
- .5 Contractors All risks contractor's equipment insurance covering construction machinery and equipment used by the Subcontractor in the performance of the Work.

15. BONDING

- .1 At the time of Tender close, it would be looked upon favorably if the bidder provided proof of their ability to bond.

If anticipated subcontract exceeds \$250,000.00, please provide a Bond Letter on the Underwriters letterhead



Instructions to Bidders Process

Last Updated: 10/03/2025

16. COMPASS PREQUALIFICATION

- .1 Keller Construction Ltd. utilizes Compass as a prequalification tool to review all subtrade companies. Favorability should be provided toward prequalified subtrades. Please refer to the following SOP for reference (COMPASS SOP)

END OF DOCUMENT

Revision History		
Version No.	Effective Date	Description
1	August 19, 2024	Original Document Created by Justin Estby
2	October 3, 2025	Revised by Peter Jonkman