



**CONSTRUCTION**  
ASSOCIATION OF NOVA SCOTIA

Building with Skill and Integrity Since 1862

## **USER GUIDE**

# **CANS Online Bidding System for Trade Contractors**

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May 2015

## OVERVIEW

The CANS Online Bidding System for Trade Contractors is a tool used by Trade Contractors to submit bids to General Contractors electronically through the CANSnet system.

The goal of this system is to streamline the bidding process while improving access, efficiency and transparency.

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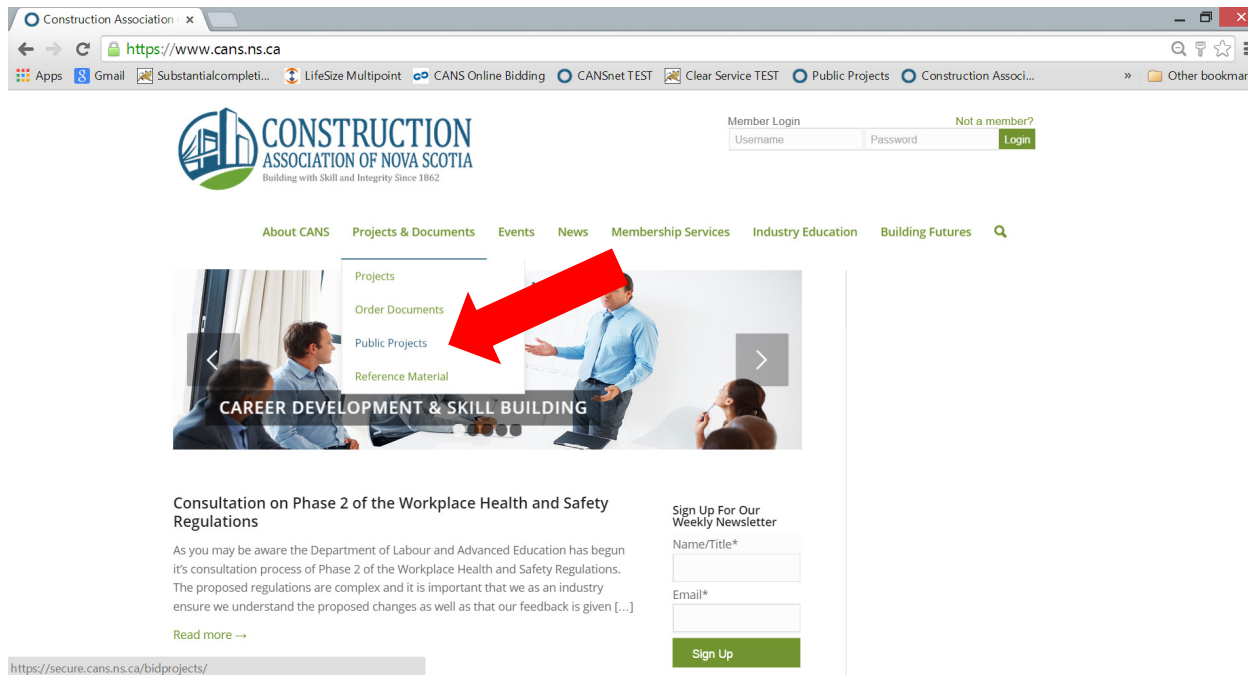
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# ACCESSING THE SYSTEM: PUBLIC USER (NON-MEMBER)

There are two ways to access the bidding module through CANSnet. Non-members would access using the following steps:

In the 'Projects & Documents' drop down choose 'Public Projects' - a menu of all projects offered for bidding online.

The 'Public Projects' section provides the basic project details as well as the access point to the bid module.

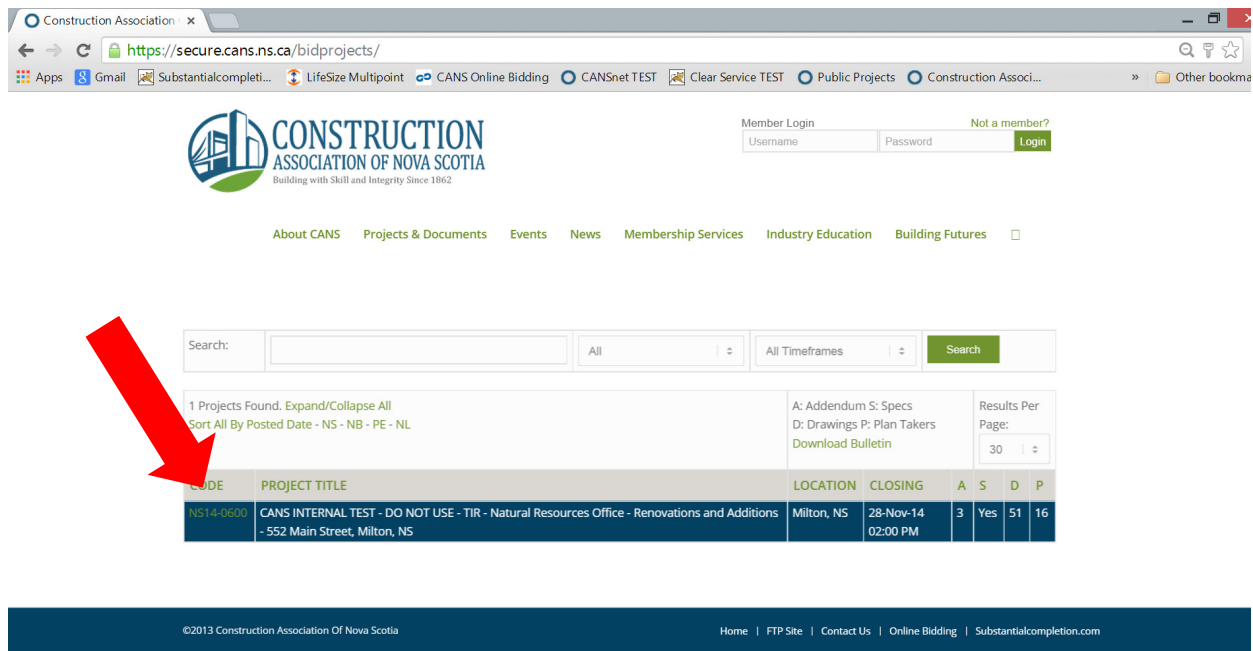


The screenshot shows a web browser window with the URL <https://www.cans.ns.ca>. The page features the Construction Association of Nova Scotia logo and a navigation menu. The 'Projects & Documents' menu is expanded, and a red arrow points to the 'Public Projects' option. Below the menu, there is a banner for 'CAREER DEVELOPMENT & SKILL BUILDING' and a section titled 'Consultation on Phase 2 of the Workplace Health and Safety Regulations'. A 'Sign Up For Our Weekly Newsletter' form is also visible on the right side of the page.

# ACCESSING THE SYSTEM: PUBLIC USER (NON-MEMBER)

Once you have clicked the Public Projects section you will be brought to a menu of all available projects for online bidding.

Click on the project number to enter the project of interest for details and access to the bid module.



The screenshot shows the website interface for the Construction Association of Nova Scotia. The page displays a search bar, navigation menu, and a list of projects. A red arrow points to the project number NS14-0600 in the table below.

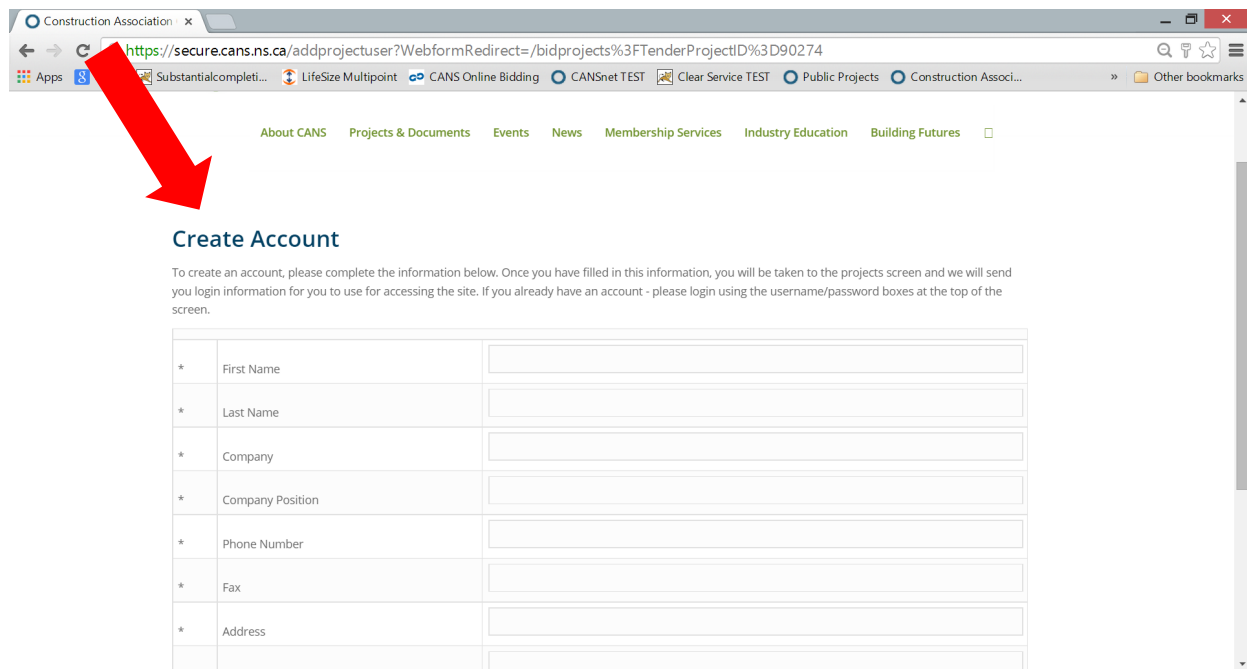
CODE	PROJECT TITLE	LOCATION	CLOSING	A	S	D	P
NS14-0600	CANS INTERNAL TEST - DO NOT USE - TIR - Natural Resources Office - Renovations and Additions - 552 Main Street, Milton, NS	Milton, NS	28-Nov-14 02:00 PM	3	Yes	51	16

# ACCESSING THE SYSTEM: PUBLIC USER (NON-MEMBER)

At this point you will be prompted to fill in basic information which the system will use for your bidding account.

Fill out the fields provided carefully and hit the green 'Submit' button at the bottom of the page to proceed.

You will receive an email notification with your user credentials for future use.



The screenshot shows a web browser window with the URL <https://secure.cans.ns.ca/addprojectuser?WebformRedirect=/bidprojects%3FTenderProjectID%3D90274>. The page title is "Construction Association" and the navigation menu includes "About CANS", "Projects & Documents", "Events", "News", "Membership Services", "Industry Education", and "Building Futures". The main heading is "Create Account". Below the heading is a paragraph: "To create an account, please complete the information below. Once you have filled in this information, you will be taken to the projects screen and we will send you login information for you to use for accessing the site. If you already have an account - please login using the username/password boxes at the top of the screen." The form contains the following fields:

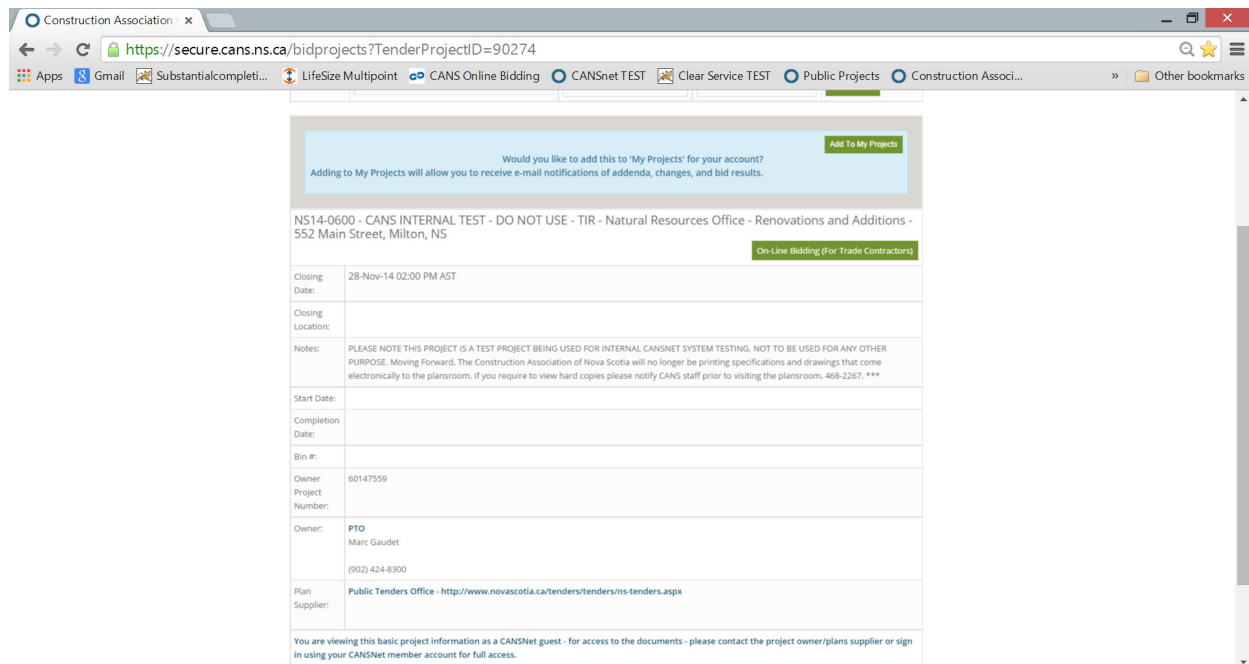
*	First Name	<input type="text"/>
*	Last Name	<input type="text"/>
*	Company	<input type="text"/>
*	Company Position	<input type="text"/>
*	Phone Number	<input type="text"/>
*	Fax	<input type="text"/>
*	Address	<input type="text"/>

A red arrow points to the "Submit" button at the bottom of the form.

# ACCESSING THE SYSTEM: PUBLIC USER (NON-MEMBER)

Once your account has been created you will be taken to the Project Information page which will provide you details such as Project Title, Closing Date, Owner Information, etc.

As a Public User you will see a disclaimer at the bottom letting you know to access the Project Documents (Specs and Drawings) you will need to contact the Owner.



The screenshot shows a web browser window with the URL <https://secure.cans.ns.ca/bidprojects?TenderProjectID=90274>. The page displays project information for a tender project. At the top, there is a blue banner asking if the user wants to add the project to their 'My Projects' list. Below this, the project title is 'NS14-0600 - CANS INTERNAL TEST - DO NOT USE - TIR - Natural Resources Office - Renovations and Additions - 552 Main Street, Milton, NS'. A green button labeled 'On-Line Bidding (For Trade Contractors)' is visible. The project details are listed in a table format:

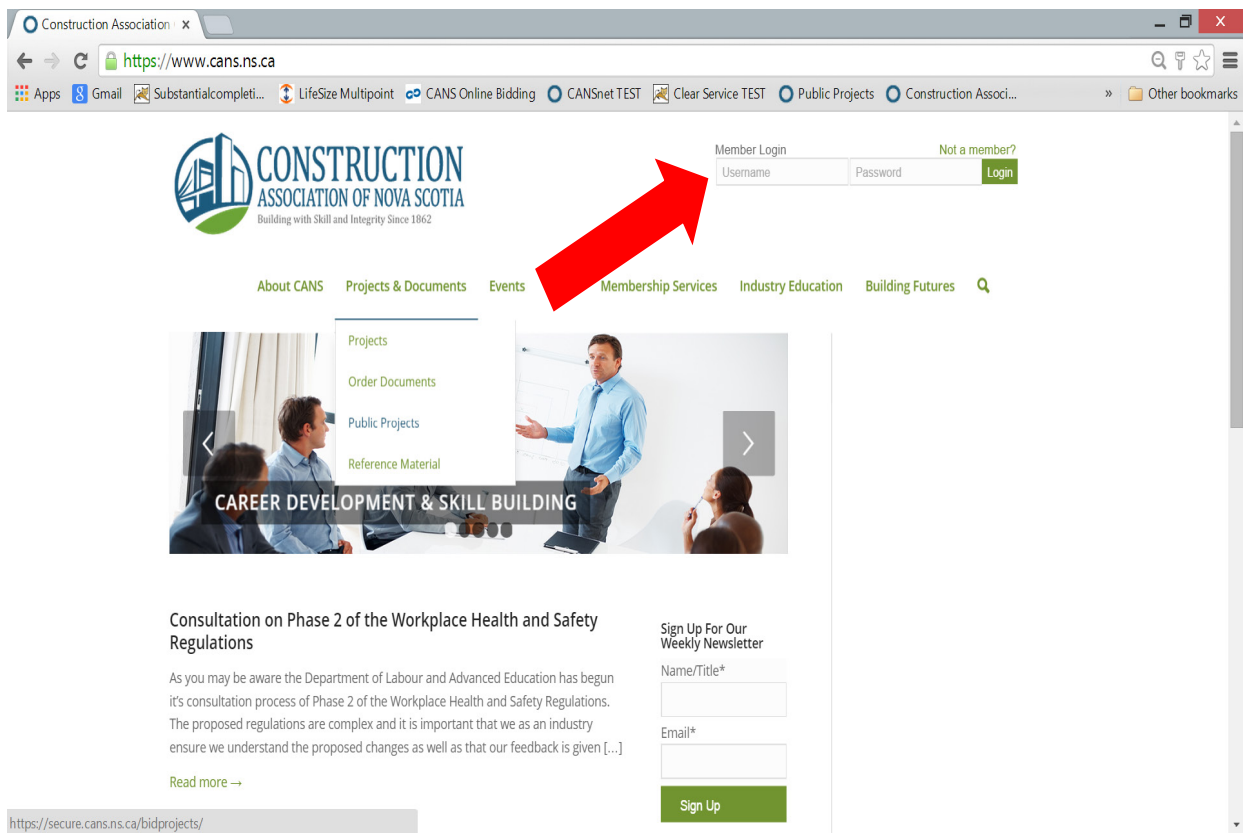
Closing Date:	28-Nov-14 02:00 PM AST
Closing Location:	
Notes:	PLEASE NOTE THIS PROJECT IS A TEST PROJECT BEING USED FOR INTERNAL CANSNET SYSTEM TESTING. NOT TO BE USED FOR ANY OTHER PURPOSE. Moving Forward, The Construction Association of Nova Scotia will no longer be printing specifications and drawings that come electronically to the planroom. If you require to view hard copies please notify CANS staff prior to visiting the planroom, 468-2267. ***
Start Date:	
Completion Date:	
Bin #:	
Owner Project Number:	60147559
Owner:	PTO Marc Gaudet (902) 424-8300
Plan Supplier:	Public Tenders Office - <a href="http://www.novascotia.ca/tenders/tenders/ns-tenders.aspx">http://www.novascotia.ca/tenders/tenders/ns-tenders.aspx</a>

At the bottom of the page, a disclaimer states: "You are viewing this basic project information as a CANSNet guest - for access to the documents - please contact the project owner/plans supplier or sign in using your CANSNet member account for full access."

# ACCESSING THE SYSTEM: CANS MEMBER

To access the system as a CANS Member, use the following steps:

Enter your login information at the top right corner of your window.



The screenshot shows a web browser window with the URL <https://www.cans.ns.ca>. The page features the CANS logo and a navigation menu. A red arrow points to the 'Member Login' form in the top right corner, which includes fields for 'Username' and 'Password', and a 'Login' button. Below the navigation menu, there is a banner for 'CAREER DEVELOPMENT & SKILL BUILDING' with a dropdown menu showing options like 'Projects', 'Order Documents', 'Public Projects', and 'Reference Material'. Below the banner, there is a section for 'Consultation on Phase 2 of the Workplace Health and Safety Regulations' and a 'Sign Up For Our Weekly Newsletter' form with fields for 'Name/Title\*' and 'Email\*', and a 'Sign Up' button.



# ACCESSING THE SYSTEM: CANS MEMBER

Once you have signed in you will be brought to the main Projects screen. To locate projects open for online bidding, click on 'Bulletin' and search for projects.

Projects available to bid online will be identified with a blue bar.

Click the project number to enter the project where you will find all information, including Specifications and Drawings.

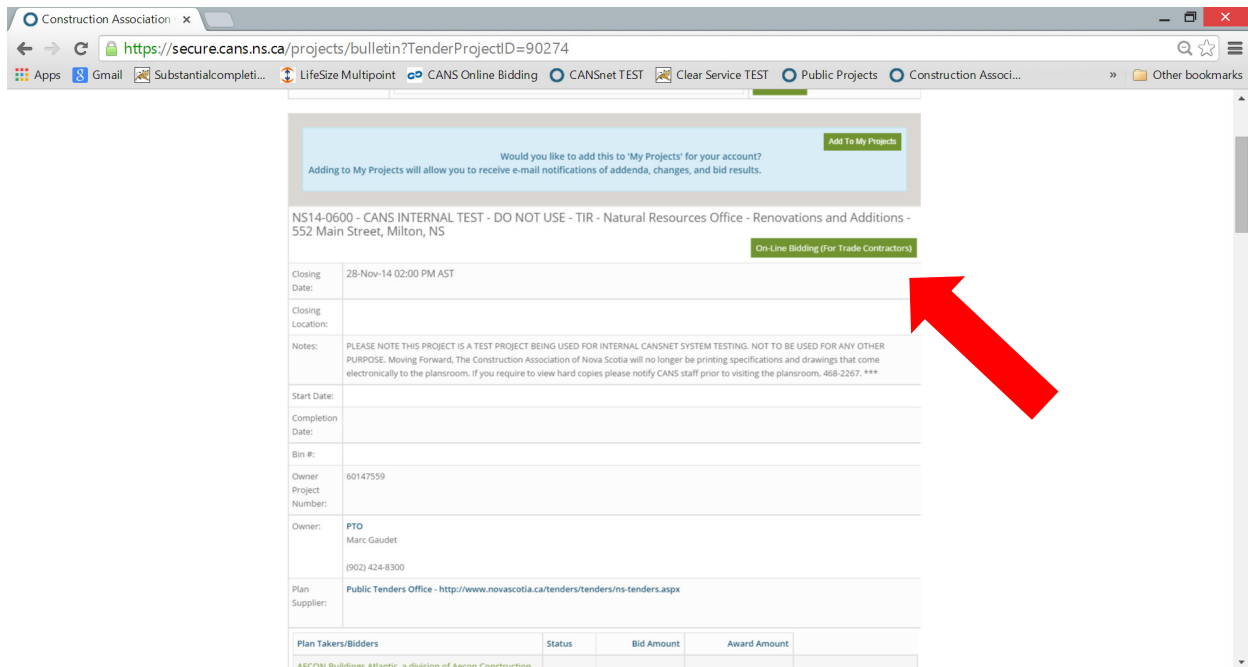
The screenshot shows the website interface for the Construction Association of Nova Scotia. At the top, there is a navigation menu with links for About CANS, Projects & Documents, Events, News, Membership Services, Industry Education, and Building Futures. Below the navigation is a sidebar with four main sections: Bulletin (List of projects currently open for bidding), Inventory (List of Current/Closed projects), Tender Ads (List of potential or upcoming construction projects), and Results And Awards (List of Bid Results and Awards for Closed projects). Below these sections are two download links: 'Download Bulletin As PDF' and 'Download Results As PDF'. The main content area displays a table of projects. The project with ID 'NB14-0901' is highlighted with a blue background, indicating it is available for online bidding. A red arrow points to the 'Bulletin' tab, and another red arrow points to the highlighted project entry.

Project ID	Project Description	Location	Start Date	End Date	Yes	No	Other
NS14-2164	TIR - Clearing of right-of-way for one project in Richmond County	Richmond County, NS	28-Nov-14 02:00 PM		0	Yes	0 0
NS14-2163	TIR - Water line relocation and subgrade work for two projects in Cape Breton County	Cape Breton County, NS	28-Nov-14 02:00 PM		0	Yes	6 0
NS14-2162	TIR - Cold planing, rumble strips, guard rail installation and asphalt concrete repaving (end product specification) for one project in Cumberland County	Cumberland County, NS	28-Nov-14 02:00 PM		2	Yes	0 0
NS14-2156	PWGS - Canadian Museum of Immigration at Pier 21 - Request for Quotation for Interior Lighting Supply and Installation	Halifax, NS	28-Nov-14 02:00 PM		1	Yes	1 2
<b>NB14-0901</b>	<b>CANS INTERNAL TEST - DO NOT USE - TIR - Natural Resources Office - Renovations and Additions - 552 Main Street, Milton, NS</b>	Milton, NS	28-Nov-14 02:00 PM		3	Yes	51 16
NB14-1087	Central Tendering-Safety Equipment	Fredericton, NB	28-Nov-14 01:30 PM		0	Yes	0 0
NB14-1031	NB Power-Supply of Trailers to Point Lepreau Generating Station	Lepreau, NB	28-Nov-14 01:30 PM		3	Yes	0 0
NS14-2158	HRM - Standing Offer to Supply and Deliver Wheel Weights to the Halifax Regional Municipality on an as Required Basis	Halifax, NS	27-Nov-14 04:00 PM		0	Yes	0 0
NL14-1132	Nalcor-Supply of 75KVA Transformer	Newfoundland	27-Nov-14 03:00 PM		0	Yes	0 0
NL14-1125	Nalcor-Supply of Transformers	Newfoundland	27-Nov-14 03:00 PM		0	Yes	0 0
NB14-1064	City of Moncton-Professional Engineering Services-Edinburgh Drive Booster Station	Moncton, NB	27-Nov-14 03:00 PM		0	Yes	0 0
NB14-0834	City of Fredericton-Traffic Management System	Fredericton, NB	27-Nov-14		3	Yes	1 1

# ACCESSING THE BID MODULE

At this point, both CANS Members and Public Users will see a similar screen.

To move into the bidding module, all users will need to click the 'Online Bidding for Trade Contractors' green button located just below the project title.



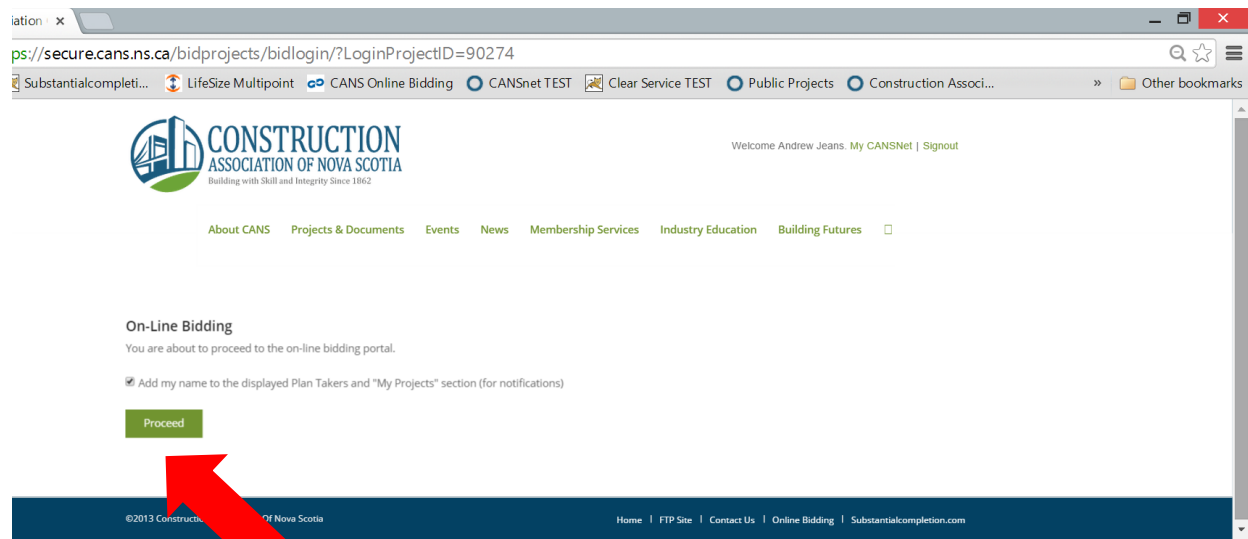
The screenshot shows a web browser window with the URL <https://secure.cans.ns.ca/projects/bulletin?TenderProjectID=90274>. The page displays a project titled "NS14-0600 - CANS INTERNAL TEST - DO NOT USE - TIR - Natural Resources Office - Renovations and Additions - 552 Main Street, Milton, NS". Below the title is a green button labeled "On-Line Bidding (For Trade Contractors)". A red arrow points to this button. Other fields on the page include "Closing Date: 28-Nov-14 02:00 PM AST", "Notes: PLEASE NOTE THIS PROJECT IS A TEST PROJECT BEING USED FOR INTERNAL CANSNET SYSTEM TESTING. NOT TO BE USED FOR ANY OTHER PURPOSE. Moving Forward, The Construction Association of Nova Scotia will no longer be printing specifications and drawings that come electronically to the plansroom. If you require to view hard copies please notify CANS staff prior to visiting the plansroom. 468-2267. \*\*\*", "Owner: PTO Marc Gaudet (902) 424-8300", and "Plan Supplier: Public Tenders Office - http://www.novascotia.ca/tenders/tenders/ns-tenders.aspx". At the bottom, there is a table with columns for "Plan Takers/Bidders", "Status", "Bid Amount", and "Award Amount".

Plan Takers/Bidders	Status	Bid Amount	Award Amount
AFCON Buildings Atlantic, a division of Aecon Construction			

# ACCESSING THE BID MODULE

A notice will indicate that you are about to proceed into the bid module, and that the CANSnet system will be adding your name to the Plan Takers list and adding this project to your 'My Projects' section. This is important as it will ensure you receive email notification of addenda and changes to the project.

Leave the box checked and click the green 'Proceed' button.

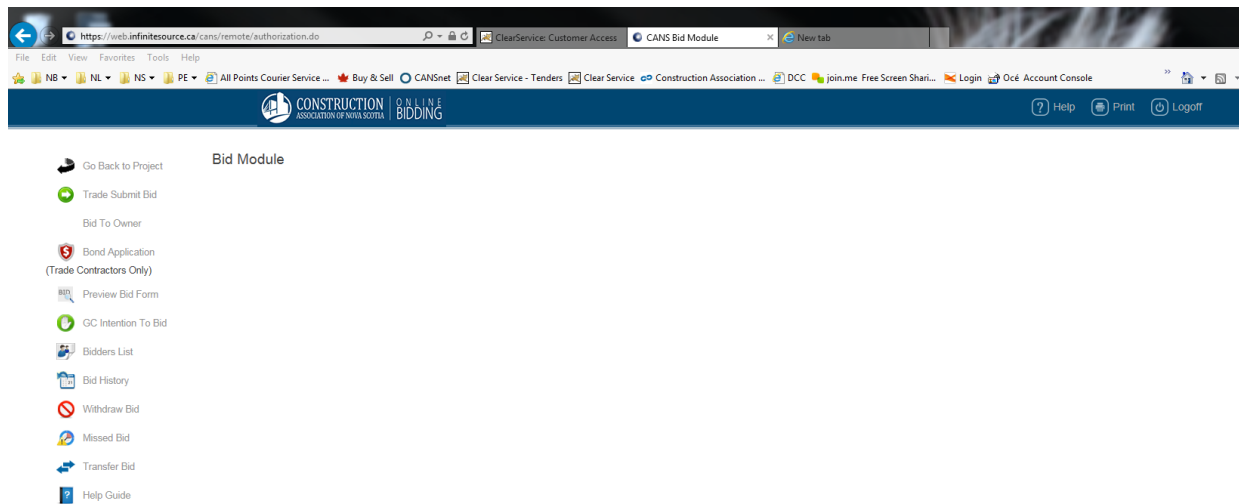


# MAIN PAGE MODULE

This is the main page of the bid module which will allow you to complete all online bidding steps.

At any time if you need to go back to the Project Information page click 'Go Back to Project' found in the top left corner.

Project icons are listed on the left side of the page. To find out what any icon is used for you can hover your mouse over it and a description will appear.





# TRADE CONTRACTOR BOND APPLICATION

We recommend that Trade Contractors start the bidding process by visiting the Bond Application page by clicking “Bond Application” on the left. Complete the bonding form. All mandatory fields are yellow.

You will notice the Bond Status bar throughout the entire bidding process. The status will change as bonds become submitted, approved, and signed. You will receive email notifications for each step.

*... Continued on next page.*

# TRADE CONTRACTOR BOND APPLICATION

... Continued from previous page.

Once the form is complete enter your Bonding Agent's email address to send the application electronically. You will notice a checkbox asking if you are an authorized signatory for bonds. Check the box that applies and click save. Once sent, Bond Status will change to show as Bond Submitted.

**CONSTRUCTION ASSOCIATION OF NOVA SCOTIA** ONLINE BIDDING

Project Details ▾ Per-Project Access: \$50.00 I'm Bidding Bid Module Tools ▾

- Go Back to Project
- Trade Submit Bid
- Bid To Owner
- Bond Application  
(Trade Contractors Only)
- Preview Bid Form
- GC Intention To Bid
- Bidders List
- Bid History
- Withdraw Bid
- Missed Bid
- Transfer Bid
- Help Guide

### BONDING FORM

1. Please complete the application below.  
 2. Once you have completed the application, enter in the email address of your bonding company.  
 3. Once your bonding company has completed your request by issuing you a bond, you will receive an email and will be able to attach your bond to the bid(s) that you are submitting on this project.  
 4. We recommend that you contact your bonding agent by phone as well to ensure they have received your application or need additional information.

**Bond Application** \* required fields

**BOND STATUS:** Application Submitted

\* Bid Closing Date:

\* Bid Closing Time:(HH:mm ie.10:30)

\*Oblgee:  Successful General Contractor(For Trade Contractor bidding only)  
 Successful General Contractor

\*Bid Bond:  % Consent:  Yes  No

Acceptance Period:  days

Performance Bond:  Yes  No  %

Labour & Material:  Yes  No  %

Maintenance:  Yes  No  %

\*Bond Form:  CCDC

\*Estimated Bid: \$ Include Taxes:  Yes  No

Work On Hand: \$

Holdback:  Yes  No  %

Does the work contain any Design Responsibilities?  
 Yes  No If Yes, Please Provide Details

Hazardous Waste Removal/Environmental Clean Up?  
 Yes  No If Yes, Please Provide Details

\*Time for Completion:

Maintenance Period:

Penalties/Liquated Damages for Late Completion:

Remarks/Conditions:

Please enter the email address of your bonding company or risk management representative below and click on 'Submit Application' to send an email that will allow the bonding company or risk management representative to issue you a bond.

Send Bond Application to -> Email Address:

I, Cassandra Melody, am authorized to sign the bond and will be signing this bond on behalf of my organization.  
 - You will be required to verify your digital signature prior to signing the bond.

I, Cassandra Melody, am NOT authorized to sign the bond.  
 - Enter the email address of your organization's authorized bond signatory.

Email Address:

# TRADE CONTRACTOR SUBMIT BID

To submit your bid, begin by clicking the Trade Submit Bid icon.

You will be prompted to select a form to work from. To create a new draft, click 'Create Draft' (listed under forms).

To work from an existing draft click 'Open Form' next to the draft you wish to work from (listed under drafts).

The screenshot shows the 'CONSTRUCTION ASSOCIATION OF NOVA SCOTIA | ONLINE BIDDING' interface. The top navigation bar includes 'Project Details', 'Per-Project Access: \$50.00', 'I'm Bidding', 'Bid Module', and 'Tools'. The left sidebar contains navigation icons for 'Go Back to Project', 'Trade Submit Bid', 'Bid To Owner', 'Bond Application (Trade Contractors Only)', 'Preview Bid Form', 'GC Intention To Bid', 'Bidders List', 'Bid History', 'Withdraw Bid', 'Missed Bid', 'Transfer Bid', and 'Help Guide'. The main content area is titled 'Select Form' and includes a help icon and a note: 'To begin please select the appropriate form for your type of bid or a draft. If you select a draft you will be editing a bid you have already worked on. You will start a completely new bid by selecting a bid form.' Below this, there are two sections: 'FORMS' and 'DRAFTS'. The 'FORMS' section lists 'TIR - Natural Resources Office - Renovations and Additions (CANS Test)' with a 'Create Draft' button and a 'Submission Requirements' dropdown. The 'DRAFTS' section lists two drafts: 'Draft: 184 for: TIR - Natural Resources Office - Renovations and Additions (CANS Test)' and 'Draft: 198 for: TIR - Natural Resources Office - Renovations and Additions (CANS Test)'. Both drafts have a status of 'Incomplete requirements - Open Form or Select Item.' and an 'Open Form' button.



# SUBMISSION REQUIREMENTS & SUBMISSION STATUS CHECKLIST

Under the FORMS section, there is a menu that displays submission requirements for the project. To display or hide this information, click the box next to Submission Requirements.

Under each draft in the DRAFTS section, there is a submission status that shows what steps in the bidding process have been complete. To display or hide this information, click the box next to Submission Status.

Completed steps will display a **green check mark**, while incomplete steps will display a **red X**.

The screenshot shows the 'ONLINE BIDDING' interface for the 'CONSTRUCTION ASSOCIATION OF NOVA SCOTIA'. The top navigation bar includes 'Project Details', 'Per-Project Access: \$50.00', 'I'm Bidding', 'Bid Module', and 'Tools'. A left sidebar contains navigation icons for 'Go Back to Project', 'Trade Submit Bid', 'Bid To Owner', 'Bond Application (Trade Contractors Only)', 'Preview Bid Form', 'GC Intention To Bid', 'Bidders List', 'Bid History', 'Withdraw Bid', 'Missed Bid', 'Transfer Bid', and 'Help Guide'. The main content area is titled 'Select Form' and includes instructions: 'To begin please select the appropriate form for your type of bid or a draft. If you select a draft you will be editing a bid you have already worked on. You will start a completely new bid by selecting a bid form.' Below this, there are two sections: 'FORMS' and 'DRAFTS'. The 'FORMS' section shows a form for 'TIR - Natural Resources Office - Renovations and Additions (CANS Test)' with a 'Create Draft' button and a 'Submission Requirements' checkbox. The 'DRAFTS' section shows a draft for the same project with an 'Open Form' button and a 'Submission Status' checkbox. A table below the draft lists various submission steps with their status (red X or green check mark) and actions.

Submission Step	Status	Action
Bond Issued?	Application Submitted	contact your broker to issue it
Bond Signed?	Not Signed	bond not issued
Bond Attached?	Not Attached	
Use Notice for Bond?	Not Included	<a href="#">Include Notice</a>
Submission Signed?	Not Signed	<a href="#">Sign Submission</a>
Mandatory Fields	Incomplete	<a href="#">View Missing Fields</a>

# TRADE CONTRACTOR SUBMIT BID: USER AGREEMENT

To submit your bid you must agree to the Rules provided.

Check the box that says "I have read and agree to the above terms & conditions" and click accept to proceed.

Go Back to Project

Trade Submit Bid

Bid To Owner

Bond Application  
(Trade Contractors Only)

Preview Bid Form

GC Intention To Bid

Bidders List

Bid History

Withdraw Bid

Missed Bid

Transfer Bid

Help Guide

## User Agreement

### ONLINE BID

[Print Page](#)

#### Terms and Conditions

*Last Updated: Jan 15, 2015*

To use the Construction Association of Nova Scotia (CANS) Online Bidding System for Sub Trades, you must agree to the following Terms and Conditions by clicking on the "I accept" below.

#### **1.0 - Acceptance of Use of the Electronic Bidding System**

1.1 - It is understood and agreed that these Terms and Conditions and any other agreement entered into between the user and the CANS Online Bidding System for Trade Contractors respecting the use of the CANS Online Bidding System for Trade Contractors constitute a binding agreement and that the user hereby consents to conducting the bidding process by electronic documents, records and communications and through the CANS Online Bidding System for Trade Contractors.

1.2 - It is understood and agreed that the provision of the tender call and the submission of bids and reads through electronic means constitute a binding agreement.

I have read and agree to the above terms & conditions

Decline Accept

# TRADE CONTRACTOR SUBMIT BID: BIDDER INFORMATION

The next step in the process will be to verify the Bidder Information. This information is pulled from either:

- The submission provided by Public Users through the Public Projects section (outlined on page 6).
- Pulled directly from a CANS Member's profile information in CANSnet.

Click 'Save and Proceed' when complete.

To proceed, you must acknowledge that you are the authorized signatory or enter the email address of the authorized signatory.

If you are the authorized signatory and it is your first time using the system, you will be required to verify your digital signature. To do so, follow the steps under "Click here to verify your digital signature." For more information on Bidder Authorization steps, see pages 21-22 of this guide.

*... Continued on next page.*

# TRADE CONTRACTOR SUBMIT BID: BIDDER INFORMATION

... Continued from previous page.

If you enter the email of the authorized signatory, an email will be sent to them with a secure link to sign the submission once you click "Send Email."

Select the appropriate box and click Save & Proceed.

---

## ONLINE BID

▶▶ GO TO **select a page ...** ▼

### Bidder Information

\* required fields

You must acknowledge that you are the authorized signatory or enter the email address of the authorized signer. If you enter in the email of the authorized signer, an email will be sent to authorized signer for them to sign the bid when you click "Save & Proceed."

*Name of Bidding Firm:	Construction Association of Nova Scotia
*Address:	260 Brownlow Avenue
*City:	Dartmouth
*Postal Code:	B3B 1V9
*Province:	NS Nova Scotia ▼
*Country:	Canada ▼
*Telephone:	902 4682267
Fax:	902 4682470
*Email Address:	melody@cans.ns.ca
*Name of Contact Person:	Melody Hillman

I am an authorized signatory of the bidder and I am authorized to submit this bid.  
 I am not authorized. Enter the email address of your organization's authorized bid signer:

# TRADE CONTRACTOR SUBMIT BID: BIDDER AUTHORIZATION

At this point you will be required to complete a three step authorization for security reasons: you will be sent an email verification code, will be phoned with a second code to enter, and will be verified by credit card information provided.

If you wish to adjust either the email or phone number listed click the red Click Here link. It is recommended you have the phone code call go to a direct line or cell phone.

Once your codes are entered you will be brought to the Authorization Complete screen which gives you your authorization number. Please keep this number on file for future bidding.

There is a cost of \$40 for 2 months of authorization, or \$150 for a year

*... Continued on next page.*

# TRADE CONTRACTOR SUBMIT BID: BIDDER AUTHORIZATION

... Continued from previous page.

## Authorization Check

- Verification sent

### Email Verification

A verification code has been sent to the following Email Address:  
dfaulkner@infinitesource.com Please enter the code below. If you have not yet received  
the email, please check your junk and spam folders.

Email Key:

### Phone Verification

A verification code will be provided to you via an automated phone call at the following  
number: (778) 834-7228 Please enter the code below.

Phone Key:

If any of the above contact information is incorrect, you may modify it by [Clicking Here](#).

If you do not receive a confirmation phone call and email in 5 minutes, [click here](#) to  
Resend Verification.

## Authorization Complete

Your Authorization is now active and you may access any Online Bid Module  
using your unique Number.

**AUTHORIZATION NUMBER: 480F8 - 593B5 - 872C1 - C321C**

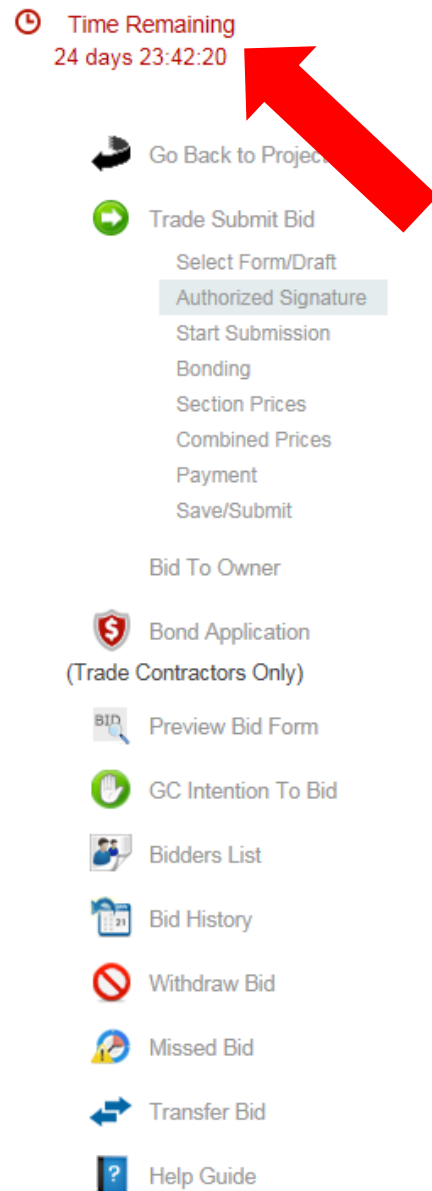
Keep this number in a safe location

Your Authorization expires on **August 05, 2011**

# COUNTDOWN TIMER

You will see a time remaining clock on the side menu in Trade Submit Bid.

The time remaining clock ticks down to closing and is the same for all users.



# TRADE CONTRACTOR SUBMIT BID: PROJECT INFORMATION PAGE

This is the main project page listing all high level details.

To submit your bid you must agree to the Rules provided, review the general Project Information including the project name and trade bid closing date.

Choose which General Contractors you would like to bid to by checking their company. You can bid to any or all, and you can create separate drafts for each should you choose. Click 'Save & Proceed.'

**Time Remaining**  
25 days 00:12:13

**ONLINE BID**

**Agreement**  
Before proceeding with this bid we have read the Rules of the CANS Online Bidding System for Trade Contractors and agree to be bound by all of those rules. Click [here](#) to read the CANS Online Bidding System for Trade Contractors.  
 We Agree

**Project Information**

Project Number: BC-33483  
Project Name: NS14-0600 TIR - Natural Resources Office - Renovations and Additions - 332 Main Street, Milton, NS  
Bid Closing: 2015-May-29 02:00 PM ADT

**Bid To**

AECON Buildings Atlantic, a division of Aecon Cons  
 Construction Association of Nova Scotia  
 Liberated Networks Inc.  
 OBS Cassie Company 9  
 OBS Mechanical Bidder Company

Buttons: Previous, Save & Proceed

Help

Navigation sidebar:  
Go Back to Project  
Trade Submit Bid  
Select Form/Draft  
Authorized Signature  
Start Submission  
Bonding  
Section Prices  
Payment  
Save/Submit  
Bid To Owner  
Bond Application (Trade Contractors Only)  
Preview Bid Form  
GC Intention To Bid  
Bidders List  
Bid History  
Withdraw Bid  
Missed Bid  
Transfer Bid  
Help Guide



# TRADE CONTRACTOR SUBMIT BID: BONDING

The next page is the Bonding page. You will see the same 'Bonding Status' bar that was in the Bond Application, tracking the status of your bond.

If you are bidding below the threshold set out you have the option to Issue Notice. For any bid higher than the threshold you will need to attach your bond.

To be able to attach your bond you will need to have received the bond back from your bonding agent with their digital signature applied as well as the surety seal. Once that is complete you can add your digital signature to the bond by clicking 'Sign Bond'

... *Continue on next page.*



# TRADE CONTRACTOR SUBMIT BID: BONDING

... Continued from previous page.


Make sure the 'Attach Bond' box is clicked and click 'Save & Proceed.'


Note: You are able to skip this step at this stage, but it will need to be fully completed prior to submission of the Bid.

 **Time Remaining**  
25 days 00:09:28

-  Go Back to Project
-  Trade Submit Bid
  - Select Form/Draft
  - Authorized Signature
  - Start Submission
  - Bonding**
  - Section Prices
  - Payment
  - Save/Submit

Bid To Owner

 Bond Application  
(Trade Contractors Only)


 Preview Bid Form

 GC Intention To Bid


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## Bonding

Please complete the bonding requirements. You will not be able to submit this bid if the bonding requirements are not complete. If a bond is required please obtain a bond by completing the bond application in 'Bond Application' section of the bidding module.

BOND STATUS: *Application Submitted*

Issue Notice. (By submitting a notice you are confirming that your bid is below \$100,000.00)

Attach Bond  
A bond must be issued to you in order for you to attach a bond!

Previous

Save & Proceed


Skip

# TRADE CONTRACTOR SUBMIT BID: SECTIONS AND/OR DIVISIONS

The next page is the Sections & Divisions page. Using the drop downs you can select all the divisions you wish to bid, and enter your bid amount. Continue choosing 'Add Section' until all the desired sections and amounts are listed.



If bidding multiple divisions, you will have the opportunity to submit a Combined Price on the next screen.

Click 'Save and Proceed.'

 **Time Remaining**  
25 days 00:07:31












### Sections and/or Divisions

Submit your bid(s) for individual section(s) or division(s) of work.

Description	Amount of Bid
 Mechanical (Division 20, 22, 23 and 25)	\$ 300,000.00
 Electrical (Division 26, 27 and 28)	\$ 400,000.00

[+ Add Section](#)


[Previous](#) [Save & Proceed](#)



-  Go Back to Project
-  Trade Submit Bid
  - Select Form/Draft
  - Authorized Signature
  - Start Submission
  - Bonding
  - Section Prices**
  - Payment
  - Save/Submit
- Bid To Owner
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(Trade Contractors Only)
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# TRADE CONTRACTOR SUBMIT BID: COMBINED PRICE









Using the drop downs, choose the sections you would like included in your Combined Price and the amount.

Click 'Save and Proceed' when complete.

 Time Remaining  
25 days 00:06:17

-  Go Back to Project
-  Trade Submit Bid
  - Select Form/Draft
  - Authorized Signature
  - Start Submission
  - Bonding
  - Section Prices
  - Combined Prices**
  - Payment
  - Save/Submit
- Bid To Owner

 Bond Application  
(Trade Contractors Only)

-  Preview Bid Form
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## Combined Price(s)

Enter the combined price(s) that you are offering. You must select each section that you are adding as part of your combined price by selecting 'Add Section.'

**x** Combined Price #1:

Amount of Bid: \$

**x** Section/Div:

**x** Section/Div:

**+** Add Section

**+** Add Combined Price

# TRADE CONTRACTOR SUBMIT BID: ALTERNATIVE AND UNIT PRICES

In certain cases there may be a need to enter Alternative Pricing and Unit Pricing. These would take place following the Combined Price screen.

Click 'Save and Proceed' when complete.

## AlternativePrices

\* required fields

Enter the alternative prices(s) that you are offering:

\*Section/Division:

\*Alternative Price:

\*Amount: \$

\*Section/Division:

\*Alternative Price:

\*Section/Division:

\*Alternative Price:

\*Amount: \$

\*Section/Division:

\*Unit Price:

Quantity:  Unit:

\*Amount: \$   Add to base bid  
 Deduct from base bid  No Change

Total Price: \$

\*Section/Division:

\*Unit Price:

Quantity:  Unit:

\*Amount: \$   Add to base bid  
 Deduct from base bid  No Change

Total Price: \$

# TRADE CONTRACTOR SUBMIT BID: CASH ALLOWANCES

In certain cases there may be a need to enter Cash Allowances or Other Stipulated Sums. These would take place following the Combined Price or Alternative Pricing screen depending on the project specifics.

Click 'Save and Proceed' when complete.

## Cash Allowances or Other Stipulated Sums

No cash allowances or other stipulated sums included.

**+ Add Cash Allowance**


[Previous](#) [Save & Proceed](#)


# TRADE CONTRACTOR SUBMIT BID: PAYMENT


You will now be asked to submit payment for your bid. You can pay using a credit card.

Click 'Save and Proceed' when complete.

If you wish, select 'Pay Later' to skip this step until a later time. Please note that you will not be able to submit your bid until this step is complete.


 **Time Remaining**









 Go Back to Project

 **Trade Submit Bid**

- Select Form/Draft
- Authorized Signature
- Start Submission
- Bonding
- Section Prices
- Combined Prices
- Payment**
- Save/Submit

Bid To Owner

 Bond Application  
(Trade Contractors Only)

-  Preview Bid Form
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### Payment Information

In order to submit this Bid an amount of \$ 104.35 + taxes is owed.

Subtotal:	\$ 104.35
HST:	\$ 15.65
Total:	\$ 120.00

Please select a payment option before proceeding:

Payment on-line using a credit card.

[Previous](#) [Save & Proceed](#) [Pay Later](#)

# TRADE CONTRACTOR SUBMIT BID: SUBMIT BID PAGE

The Submit Bid Page summarizes all steps taken to arrive at the end of the bidding process. Review this information, agree to the Rules of the system.

You may choose to Save As a Draft (for submitting at a later time or transferring to another user) or to Submit Now.

*Note: You will be unable to submit your bid fully if you have not completed the necessary steps to do so (i.e. pay for bid, attach letter/bond, be an authorized signatory, click submit bid now, etc.)*

**Time Remaining**  
25 days 00:01:13

- Go Back to Project
- Trade Submit Bid
  - Select Form/Draft
  - Authorized Signature
  - Start Submission
  - Bonding
  - Section Prices
  - Combined Prices
  - Payment
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## Submit Bid

**Bid Summary:**  
Project: BCz-33483 - NS14-0800 TIR - Natural Resources Office - Renovations and Additions - 552 Main Street, Milton, NS

**BOND: No Bond Attached**

We submit our bid(s) for the following sections or divisions of work:	
Mechanical (Division 20, 22, 23 and 25)	\$ 300,000.00
Electrical (Division 26, 27 and 28)	\$ 400,000.00
<b>TOTAL:</b>	<b>\$ 700,000.00</b>
We offer the following combined price(s) of:	
Mechanical (Division 20, 22, 23 and 25) & Electrical (Division 26, 27 and 28)	\$ 650,000.00

These prices include all specified taxes with the exception of Harmonized Sales Tax (HST), WHICH IS EXCLUDED. This bid is subject to acceptance within the validity period as stipulated in the project documents for the General Contractor and is based on strict compliance with drawings and specifications, all addenda and all Pre-Bid Interpretations thereto issued prior to bid closing date. This bid is based on the standard exclusions for the above listed sections or divisions as contained in Appendix A of the CANS Online Bidding for Trade Contractors Rules of Procedure in force on this Bid Closing Date. This bid is based on the use of the standard contract or as amended by mutual agreement as required under the Rules of Procedure.

Before proceeding with this bid we have read the Rules of the CANS Online Bidding System for Trade Contractors and agree to be bound by all of those rules. Click [here](#) to read the CANS Online Bidding System for Trade Contractors.

We Agree

**Signature**  
You must select the individual who is authorized to sign this submission. [CLICK HERE TO SELECT.](#)

---

Closing Date/Time	Current Date	Current Time
2015-05-29 02:00 PM ADT	2015-05-04	01:58:47 PM ADT

Previous
Save as Draft
Submit Now



# TRADE CONTRACTOR SUBMIT BID: BID CONFIRMATION

This screen lets you know you have successfully completed your bid. It also lets you know that you are able to withdraw your bid using the 'Withdraw' icon as well lets you know you are able to view your submitted bids by clicking the 'Bid History' icon.

Click 'Accept & Close' to return to the main Bid Module screen.

## Bid Confirmation

You have successfully submitted your bid. You may edit and re-submit your bid prior to Bid Closing utilizing the "Withdraw Bid " tool. The "Bid History" tool will allow you to view your submitted bids.



**BID HISTORY**

Accept & Close

# MAIN BID MODULE PAGE: OTHER ICONS

Preview Bid: Preview bid form content prior to it being available for bidding.

Bidders List: A list of Trade Contractors and which divisions they have bid. Released by the Administrator after closing. No price information will be displayed.













Withdraw Bid: Withdraw bids at any time prior to closing.

Missed Bid: Trade Contractor may bid to a General they missed bidding to up to 24 hours after closing. May only use a previously created draft, not a new form.

Transfer Bid: Transfer bids within users from your company.

Help Guide: Where help documents are stored for user reference.



- Bid Module**
-  Go Back to Project
  -  Trade Submit Bid
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# CONTACT INFORMATION FOR ASSISTANCE

## **FAQ Document:**

<http://www.cans.ns.ca/online-bidding/>

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