

June 30, 2020

Duncan Williams, CANS  
[dwilliams@cans.ns.ca](mailto:dwilliams@cans.ns.ca)

Grant Feltmate, NSRBA  
[grant@nsrba.ca](mailto:grant@nsrba.ca)

Skit Ferguson, CENS  
[cens@eastlink.ca](mailto:cens@eastlink.ca)

Greetings,

This letter is to advise that HRM is making several changes to its procurement processes and bid requirements.

Effective July 6, 2020, HRM will only be accepting bids electronically, either via email or via upload to an electronic bid submission platform that will be located on HRM's website. Instructions on how to submit bids will be included in each solicitation. HRM will no longer accept hard copy bids.

Effective July 6, 2020, HRM will also only be accepting electronic bonds ("e-bonds"). Hard copy bonds and scanned copies thereof will not be accepted. E-bonds submitted by the bidder must be verifiable by HRM (with the Surety, or an approved verification service provider of the Surety) with respect to the totality and wholeness of the bond form, including: the content; all digital signatures; and all digital seals.

The specific requirements for bid and contract security, if any, will be set out in each solicitation. Generally speaking, however, bid security will only be accepted in the form of an e-bond. Certified cheques and letters of credit will no longer be accepted. Contract security will likewise generally only be accepted in the form of electronic performance bonds and labour & materials payment bonds; however, some solicitations may allow for performance security to be provided in the form of an irrevocable letter of credit.

For multi-year "on-call" trade construction services, electronic bid bonds and annually renewable electronic performance bonds will be required for all standing offers exceeding an estimated value of \$100,000 over the term of the standing offer. In these instances, the value of the bid bond will be based on the total first-year price, and the value of the performance bond will be based on the annual estimated contract value.

Please share this letter with your members so they are aware of the changes. Thank you

A handwritten signature in black ink, appearing to read "E Jane Pryor". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

E Jane Pryor, Manager of Procurement

Halifax Regional Municipality

Cell 902.292.3128

Email [pryorj@halifax.ca](mailto:pryorj@halifax.ca)