



## **To Become a Registered Vendor with Highway Construction Services, NS Department of Transportation and Infrastructure Renewal**

To begin this process please contact Debbie Young at 902-860-2999 or email [Debbie.Young@novascotia.ca](mailto:Debbie.Young@novascotia.ca).

All vendors must:

- Complete and submit to Highway Construction Services an E-Bidding Registration form. Send the original (completed) E-Bidding Registration form with the following documents to the Construction Manager, Highway Construction Services at the address indicated on the form. Faxed documents **will not** be processed.
- Provide a Letter of Signing Authority on company letterhead listing the corporate Directors who have contract signing authority for the company.
- Provide proof of active corporate registration in their residing province. A Corporate Registration/Joint Stocks status report that indicates the contractor has an active registration, in good standing, in Nova Scotia. Contractors located outside Nova Scotia (which are not otherwise carrying on business in Nova Scotia) are expected to be registered in an equivalent manner in their respective jurisdictions. A current/active status report will be requested annually.
- Provide a Bid Bond. NSTIR's fiscal year runs from April 1<sup>st</sup> to March 31<sup>st</sup>. All bid bonds (for e-bidding) must expire on the last day of the fiscal year in which the contractor is registering. A new bid bond will be required, thereafter, on the first day of each fiscal year the contractor intends to bid electronically. Example: If a contractor registers between January 1 and March 30 of 2019 their bid bond must expire March 31, 2019. Conversely, if a contractor registers between March 31 and December 31 of 2018 their bid bond must expire March 31, 2019. The bid bond value must be one of the following amounts:

**\$75,000.00** (for tenders **individually valued below** One Million Dollars, for one fiscal year)

**\$150,000.00** (for any tender, for one fiscal year)

A BID Bond sample form may be supplied if requested.

- Be a member in good standing with the Nova Scotia Workers Compensation Board.
- Provide proof of safety certification obtained through a company approved by the Nova Scotia Workers Compensation Board.
- Obtain a NSTIR Registration Number and Bid Express Bidder ID from Highway Construction Services, NSTIR.
- Be registered with the Bid Express online bidding service, in receipt of a valid Digital ID and be approved by NSTIR to submit bids. See online at <https://www.bidx.com>.

**The Letter of Signing Authority and Bid Bond must be sealed with the company's seal.**

**NOTE:** Registration may take up ten business days to complete. Vendors are advised to begin this process well in advance of their first proposal submission letting date.

## E-BIDDING REGISTRATION

### Nova Scotia Department of Transportation and Infrastructure Renewal

Bidders are hereby notified that the Department will require e-bid only responses on some contracts. In lieu of Bid Security in the amount of **One Hundred and Fifty Thousand Dollars (\$150,000.00)** with the Department which will be sufficient for all electronic tenders.

A Contractor may provide Bid Security in the amount of **Seventy-Five Thousand Dollars (\$75,000.00)** which will only allow the Contractor to submit a bid on electronic tenders where their bid price is less than **One Million Dollars**. This deposit shall be in the form of a Certified Cheque, Irrevocable Standby Letter of Credit, Bank Draft or Money Order. A Bid Bond may also be acceptable to the Minister providing the Surety Company has met the Department's security requirements.

Bid Bonds submitted as security shall be signed and sealed by the Contractor and Surety Company and shall not be contract specific, shall stand for a duration period of one (1) year and shall remain in full force and effect for all bids. The Department reserves the right to approve the bid bond wording prior to acceptance to the Bid Bond.

Bidders are advised that other than the Bid Security provision (noted above), all the remaining provisions and standards of the Department's Standard Specification – Highway Construction and Maintenance (February 1, 1997) and latest revisions, shall apply. The registration process is completed on an annual basis by each bidder. Renewals will not require a new application form, but changes to company information and updated Bid Security will need to be sent to the following address:

Construction Manager, Highway Construction Services  
Nova Scotia Transportation and Infrastructure Renewal  
107 Perrin Drive, Fall River, NS, B3J 2N2. Ph 902-860-2999, Fax 902-861-4828

#### **Contact Information**

<b>Contractor Name:</b>		
<b>Key Contact Name:</b>		<b>Position:</b>
<b>Phone:</b> (    )	<b>Fax:</b> (    )	<b>Email:</b>
<b>Mailing Address</b> <small>(Street #, Street Name, City, Province, Country, Postal Code)</small>		

#### **Company Information**

<b>Corporate Name:</b>		
<b>Registry of Joint Stock ID:</b>		
<b>Persons with Company Singing Authority</b>  <small>(Include a copy of the corporate signing resolution.)</small>	<small>(Name, Title)</small>	
	<small>(Name, Title)</small>	
	<small>(Name, Title)</small>	
<b>Phone:</b> (    )	<b>Fax:</b> (    )	<b>Email:</b>
<b>Corporate Mailing Address</b> <small>(Street #, Street Name, City, Province, Country, Postal Code)</small>		

**Dated this** \_\_\_\_\_ **day of** \_\_\_\_\_ **(month), 20** \_\_\_\_\_ **(year)**

\_\_\_\_\_  
**Bidder Name (printed)**

\_\_\_\_\_  
**Bidder Signature**

**NSTIR USE ONLY. NSTIR Registration #: \_\_\_\_\_ NSTIR (BidX) Bidder ID: \_\_\_\_\_**