



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.

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 Highway Construction Services Manager 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 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 1st to March 31st. 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 2015 their bid bond must expire March 31, 2015. Conversely, if a contractor registers between March 31 and December 31 of 2014 their bid bond must expire March 31, 2015. 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.
- Be provided with a registration number by Highway Construction Services and be loaded to the HiCaMP System.
- Be registered with the online BidExpress System and receive a Digital ID. See online at <https://www.bidx.com>.

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

This process may take up ten business days to complete. Vendor's wishing to register are strongly encouraged to begin the process well in advance of the closing of any tender to allow for the registration process to be completed.