

This technical bulletin has been prepared jointly by the Manitoba Association of Architects and the Winnipeg Construction Association, and intended as guidelines to increase awareness of recommended practices

TECHNICAL BULLETIN #1

November 21, 1980 - Original, Revised July 15, 1985 and December 24, 2001, Final Revision: Issued May 4th, 2020

SUBJECT: PRE-TENDER ADDENDA

The joint MAA/ WCA Committee has carefully considered the problems that arise in issuance of addenda during a tender call period. The recommendation by this Committee, approved by both the Council of MAA, and the Executive of the Winnipeg Construction Association, is as follows:

As a general rule, addenda, regardless of method of tender, should be issued no later than 3 full working days before the time for receipt of the bids of trade contractors. Answers to questions from bidders should be written in the form of an addendum where they clarify or change the tender document conditions.

However, bidders, especially those at the Subcontractor and Supplier level, whose scope of work is significantly affected by an addenda need adequate time to receive and act upon addendum information before bid closing. Accordingly, the Procurement Authority should consider the size of the addendum, the complexity of the changes and the number of Subcontractors and Suppliers affected by the addendum. If necessary, given the foregoing, the bid closing time should be extended to accommodate the receipt of and action upon an addenda.

Generally, only modifications that will affect the bid price or schedule should be issued as addenda. However, questions raised by bidders or issues that arise during the bid period may require modifications, including clarifications, corrections, and additional information, to the previously issued bid documents. This information should be documented as addenda to the original bid documents.

Addendum items modifying the procurement and contracting requirements or the technical specifications should reference the specific section and paragraph numbers of the appropriate document.

It is the responsibility of the Procurement Authority to ensure that all addenda are received by all in accordance with the requirements outlined above.

Reference:

CCDC 23 2018 – A Guide to Calling Bids and Awarding Construction Contracts

CCA 51 2008 – Guide to Calling Bids and Awarding Subcontracts