



**THE CORPORATION OF
THE TOWNSHIP OF
GEORGIAN BAY**

**REQUEST FOR PROPOSAL
No. 2021-21**

Honey Bee Festival Virtual Event Platform

Date Issued: Friday, August 13, 2021

**Request Closes: Friday August 20, 2021
9:00 AM Local Time**

**Location: The Township of Georgian Bay
99 Lone Pine Road
Port Severn, Ontario
L0K 1S0**



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1 INFORMATION TO BIDDERS

1.1 BACKGROUND

The Township of Georgian Bay (herein referred to as the Township) is a lower tier municipality in the District of Muskoka. As such, it delivers planning, parks, libraries, roads, limited social services and other ancillary services.

In 2021, the Township of Georgian Bay Council directed staff to deliver a Honey Bee Festival in a Hybrid Model where the Gala, or evening entertainment would be administered virtually

The goal of the Project is to have an interactive evening event that will encourage viewers and those on stage to be able to communicate, celebrate, and learn about the Honey Bee Festival, the community of Honey Harbour and the Township of Georgian Bay while enjoying an evening of entertainment.

1.2 SCOPE OF PROPOSALS

The Township is looking to retain an independent third-party (herein referred to as the contractor) to deliver a virtual event that can showcase talent, entertainment, be interactive, engaging, and accessible to as many people as possible through programming that can be accessed via the Internet with the clear understanding that not all residents have reliable bandwidth.

To be specific we are looking for a contractor who can assist us in providing a technically sound virtual event that will allow us to showcase a main stage event and highlight portions of the Honey Bee Festival virtually.

The contractor would immediately work with the Honey Bee Festival Committee and staff to create and deliver a comprehensive virtual program that would engage, educate and entertain viewers on the Honey Bee, the Honey Bee Festival and components around the festival not limited to sponsorship, contest winners, entertainment, community storytelling, First Nation cultural content, Georgian Bay landscape, resident stories and the stories of the Honey Bee Festival.

Proponents should visit the Honey Bee Festival website and be ready to begin work immediately after bid selection on Friday August 20, 2021, and ratification of the contract of work by Council on Monday August 23, 2021 at 9:00 a.m.



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1.3 QUESTIONS & CLARIFICATIONS

It will be the Proponent's responsibility to clarify any details in question, not mentioned in this request before submitting their Proposal.

Questions relating to this request must be:

Received By: On or before Wednesday August 18, 2021, at 4:00 p.m.

Contact: Jennifer Schnier, Director of Sustainability

Email: jschnier@gbtownship.ca

Answers to pertinent questions will be responded to and shared with other Consultants via an addendum to ensure a level playing field for all Contractors. Questions received after this date and time will not receive a response.

A clarification does not form part of the Proposal document.

Any modifications to the document, or answers to questions, will be in the form of addenda, which will be issued by the Contact and posted on the township's website in accordance with the schedule of events below.

Consultants are notified that any errors or omissions in the Proposal may render the Proposal invalid.

1.4 SCHEDULE OF EVENTS:

Request for Proposal Release	Friday, August 13, 2021
Deadline for Queries	Wednesday August 18, 2021 4:00 PM
Closing Date	Friday August 20, 2021 9:00 AM
Proposal Opening	Friday, August 20, 2021 9:05 AM
Proponent Interview (TBA)	
Anticipated Notice of Award* (Subject to Council's Ratification)	Monday August 23, 2021

1.5 SUBMISSION, CLOSING AND GENERAL TERMS AND CONDITIONS

All proposal submissions must conform to the terms and conditions set out herein including the attached Schedule A – General Procurement Process (An excerpt from the Procurement Policy By-law 2013-74) Revision of June 2015 **SECTION 6**. Failure to do so may cause the submission to be rejected.



2 SPECIFICATIONS

2.1 PROPOSED Honey Bee Festival Event October 2, 2021

This proposal will identify how you are going to assist the Township of Georgian Bay in delivering an online event that residents guests and those interested in the Honey Bee Festival can log into and enjoy an evening that at the minimum will include:

- Evening Land Acknowledgement with anticipated live ceremonial activity inside your studio OR filmed in advance working with:
 - Moose Deer Point First Nation
 - Wahta Mohawks First Nation
 - Georgian Bay Metis Council
 - Any other First Nation community that requests an opportunity to participate.
- Greetings from Mayor and Sponsorship recognition
- Main Stage Event (Please see RFP 2021-21 Honey Bee Festival Entertainer
- Online Auction in support of the Georgian Bay Biosphere
- Closing remarks.

3 OTHER GENERAL INCLUSIONS

- There is NO bid Deposit required on this submission.
- To ensure proper execution of the work, the successful consultant will be required to execute a performance guarantee of **\$5,000** in the form of a certified cheque, irrevocable letter of credit, or bond.
- This performance guarantee will be refunded at the completion of work unless otherwise stated.



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4 PROPOSAL SUBMISSION DOCUMENTS

Honey Bee Festival Virtual Event Platform

COMPANY NAME: _____

ADDRESS: _____
(Including Branch if applicable) _____

TELEPHONE No: _____

EMAIL ADDRESS: _____

DATE: _____

AUTHORIZED NAME (Print): _____

AUTHORIZED POSITION: _____

AUTHORIZED SIGNATURE

- I have the Authority to bind the corporation
- I understand that I have submitted a bid using legal bidding practices
- I understand that a Performance Guarantee of \$5,000 will be required if I am successful
- I understand that I will need to provide an insurance certificate naming the Township as additionally insured for \$2 million general liability policy and a WSIB Clearance Certificate.
- I have attached a separate sheet with relevant qualifications and experience

NAME AND CONTACT INFO OF PROJECT LEAD (Manager) _____

TELEPHONE No: _____

EMAIL ADDRESS: _____



5 EVALUATION CRITERIA

QUALIFICATIONS AND EXPERIENCE (30%)

- The Contractor must have significant experience hosting virtual events.
- The Contractor must have or have access to a studio where key festival personnel can attend
- The Contractor must be able to film, edit and professionally prepare promotional content in advance of the event.
- The Contractor must have an interactive platform that can allow people in the virtual audience to be called on for winners of contests and other experiences throughout the evening.
- The Contractor must demonstrate experience on similar projects, and experience of key personnel; include the features of their services that give them a competitive advantage and include the level of staff certification.
- Include 3 references.
- Include "Lessons Learned" for previous similar projects.
- Provide support for a sign language interpreter for the event.

Preference will be given to consultants who demonstrate experience in working with Interactive platforms during live events.

CLARITY AND COMPLETENESS OF PROPOSAL (30%)

The presentation and ease of understanding will be evaluated. The contractor should:

- include narrative that illustrates an understanding of the Township's requirements.
- demonstrate an understanding of the requirements by explaining how the deliverables will be met.
- be able to articulate their vision of the event

PROPOSED WORK PLAN AND TIMELINES (30%)

The evaluation team will consider the general approach and methodology that the contractor would take in delivering the project.

The contractor should:

- include the scope of the services (methodology).
- show how they will manage the services with this tight deadline
- include a description of the standards to be met and how an evaluation of the services offered will be reported.

FEES AND DISBURSEMENTS (10%)

Presentation of solution for the advertising, preparation and delivery of a virtual event, including HST, and all travel and associated costs.



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SCHEDULE "A" – GENERAL PROCUREMENT PROCESS (An excerpt from the Procurement Policy By-law 2013-74) Revision of June 2015

GENERAL PROCUREMENT PROCESS

In all cases, the procuring Department Head, and any other affected department shall coordinate the procurements.

The Department Head will ensure:

- a) Completeness of documentation.
- b) Advertisements are arranged.
- c) Bid closing and opening date, time and location have been booked.
- d) Bid opening subcommittee has been appointed; and
- e) Vendor contact information is appropriate.

1) Procurement Documentation Preparation

The procurement document will consist of a number of sections. When considered in its entirety, the document must contain the appropriate information so that staff evaluating the bids can determine that:

- a) the bidder understands the full scope of the procurement for which bids have been invited, and
- b) the bidder is capable and willing to perform all of the required work or provide all of the required goods and/or services; and
- c) the bidder is capable and willing to enter into a legal agreement with the Township for the provision of the required goods and/or services; and
- d) the bidder offers, when required, financial guarantees that a formal agreement will be executed (signed). This may require a bid deposit. When a bid deposit is required, the Department Head shall determine the amount of the bid deposit which may be 10 per cent of the estimated value of the work prior to bidding, an amount equal to 10 per cent of the bid submitted or such other amount as the Department Head deems appropriate.; and
- e) the bidder offers, when required, financial guarantees to ensure execution and performance of the contract. Means may include one or more of, but are not limited to, financial bonds or other forms of security deposits, provisions for liquidated damages, progress payments and holdbacks.
- f) the bidder understands that moral, ethical and legal bidding practices must be adhered to in accordance with the municipality's and/or Provincial standards.



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2) Contents of the Procurement Document

Procurement documents will contain at least the following:

- a) A cover sheet indicating the bid number, the name of the procurement, the closing date and time, and issuer or contact person within the issuing department.
- b) Information to bidders containing non-technical information that advises the bidders of the general terms and conditions that apply to the tender of goods and/or services.
- c) Specifications - (used in preparation of Requests for Quotation - RFQ) that provide details to describe accurately and precisely the nature, scope and extent of the goods and/or services required. Specifications may not be structured to exclude certain vendors or manufacturers unless there is documented evidence to warrant exclusion.

OR

Scope of Work- (used in preparation of Requests for Proposal - RFP) that defines the objectives of the project and the scope of the services required.

- d) Bid Deposit - information advising if a bid deposit is required to ensure that a formal agreement is entered into.
- e) Performance Guarantee- to ensure proper execution of the work, a performance guarantee in the form of certified cheque, irrevocable letter of credit, or bond (performance, labour and/or materials) may be required. All requirements must be clearly outlined in the information to bidders.
- f) Bidder Conduct - confirmation by the bidder that they have submitted a bid using legal bidding practices (included in contract).
- g) Insurance - Liability Insurance Certificate {Township of Georgian Bay listed as "additional insured") with a minimum of the criteria listed below. This should be used as a guide but each circumstance should be assessed individually and consultation provided by the Township's insurer from time to time.

\$2 million	general liability policy
\$2 million	automobile liability policy
\$2 million	homeowners (e.g., for rental of facilities)
\$5 million	general liability and automobile liability policies - for contracts done for most Public Works Department projects
\$2 million	professional errors and omissions liability Builder Risk - the amount of the project cost



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Bid documents must clearly indicate insurance requirements to be provided by the successful bidder.

- h) Form of Tender - when properly completed and signed, this is legal offer by the bidder to carry out the tendered work. The Tender Form should include an acknowledgment from the bidder that he/she has reviewed and understands all of the tender documents, and that he/she is prepared and capable of fulfilling the proposed requirements for the supply of goods and/or services. Proper and clear identification of the bidder as well as clear bid prices must appear on the completed Tender Form.
- i) Evaluation Criteria - dependent on the method of procurement, evaluation criteria may be included in addition to identifying that price will also be considered.

3) Procurement Packages

Upon the request of a prospective bidder, the Department Head or designate shall supply one copy of the following:

- a) Cover Sheet.
- b) Procurement Document; and
- c) Bid Form.

4) Advertising

- a) The following advertising procedures shall apply to all procurements, except procurements by direct purchase and in some circumstances, at the discretion of the department head, request for quote.
- b) Where only prequalified suppliers will be eligible to participate in a procurement process, notice of the request for quotation, tender or proposal shall be given by way of notice in the Township's standard form and forwarded to the selected suppliers by regular mail, email, fax, courier, pick up at front reception or such other methods as may ensure notification and integrity of the process.
- c) Where a procurement process will be open to all who wish to participate, notice shall be given by the following methods:
 - i) publication in a trade journal or other publication likely to be read by the group of potential suppliers; and/or
 - ii) publication on the Township's website.Department heads shall give consideration to the value-added benefits of utilizing online procurement portals such as MERX, Biddingo, etc.
- d) Procurements advertised shall include:
 - i) identifying the bid.
 - ii) a description of the goods and/or services sought.



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- iii) the name and office address of the designated municipal contact person.
 - iv) date and time of closing; and
 - v) Where the procurement documents may be obtained.
- f) The Township will make best efforts to maintain a list of annually reoccurring purchases, and when required, on the municipal website in an effort to advise potential suppliers.

5) Amendments/Revisions to Procurement Documents Addenda will be issued under the following circumstances:

- a) Interpretation of tender documents as a result of queries from prospective bidders.
- b) Revisions, deletions, additions or substitutions of any portion of the procurement document.

The Department Head or designate shall approve the issuance of any addenda.
Notification of Addenda to Prospective Bidders

A copy of all addenda shall be sent by registered mail, or by fax confirmed by a telephone call or by electronic correspondence when appropriate to each prospective bidder who obtained procurement documents. Alternatively, the addendum may be posted on the Township website. All remaining procurement documents not yet distributed shall have the addenda appended.

Where an addendum must be issued within two days of the specified closing date, the closing date may be extended to allow four working days between the issuance of the addendum and the revised closing date. This extension is optional and shall be used as required.

Closing Date Extension or Cancellation

When it becomes necessary to extend the closing date or to cancel the tender, all prospective bidders who received procurement documents shall be notified of the cancellation using the method for notification of addenda detailed above.

When a tender is cancelled, no bid will be accepted. All bids shall be returned unopened to the bidders by hand or by registered mail with a covering letter signed by the Department Head or designate.

6) Submission Requirements

All bids shall be received at the Township Municipal Office in the following form:

- a) Initialed by receiving party, time and date stamped.
- b) Receipt of the bid shall be recorded on a Bid Recording Form and safeguarded until after the bid closing time.



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- c) The bid must be submitted in a sealed envelope clearly marked with the bid #.
- d) The correct bid form, if supplied by the Township, must be used.
- e) The bid must be legible, completed in a non-erasable ink and all items must be bid unless the tender specifically permits otherwise.
- f) Adjustments by telephone, letter, facsimile, or electronic correspondence to a bid already submitted will not be considered. A bidder desiring to make adjustments to a bid must withdraw the bid and resubmit.

Any bids received after the closing time and date will not be accepted and will be returned unopened to the submitting vendor.

If any of the procurement requirements have not been met, the bid shall be considered to be an "Improper Bid" and dealt with as set out in Schedule "C" entitled "Acceptance or Rejection of Improper Bids."

7) Withdrawal of Bids

a) Prior to Opening

The withdrawal shall be allowed if the request is made before closing time for the bid. The withdrawal request must be directed to the noted Department Head in writing on company letterhead and signed by a principal of the company. Telephone correspondence shall not be considered. Bids confirmed as withdrawn prior to being deposited with the Township shall be returned unopened to the bidder.

The withdrawal of a bid does not disqualify a bidder from submitting another bid for the proposed procurement.

Withdrawal requests received after the bid closing time will not be allowed. The bidder shall be informed that the withdrawal request arrived too late for consideration. However, when the bids are read out at the bid opening, the bidder may then proceed in accordance with the following section entitled "During the Opening."

b) During the Opening

During a bid opening a bidder may withdraw a bid prior to the opening of the bids. The bidder shall attest in writing to her/his identity and state the bid he/she desires to withdraw. The Department Head shall attach the withdrawal to the applicable bid and read out the bidder's name and announce that the bid has been withdrawn in accordance with established procedure. The Department Head shall not open the withdrawn bid. Bids withdrawn under this procedure shall not be reinstated.



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- 8) Opening of Quotations, Proposals and Tenders
- a) The bids submitted shall be publicly opened by a subcommittee consisting of:
 - i) Head of issuing department.
 - ii) Municipal Treasurer or designate; and
 - iii) One staff member.
 - b) The Head of the issuing department shall check the Bid Recording Form with the number of bids to be opened to ensure that all bids received are accounted for.

If a discrepancy occurs, the bid opening proceeding shall be delayed until all bids have been accounted for.
 - c) Each bid will be opened one at a time, read aloud and analysed for compliance to determine that:
 - i) all procurement requirements have been met as stated in the procurement documents and this policy; and
 - ii) all unit prices have been correctly extended and totalled.

Bids which do not conform to the procurement requirements, or which require mathematical corrections shall be deemed "Improper Bids" and shall be dealt with as set out in Schedule "C" entitled, "Acceptance or Rejection of Improper Bids."
 - d) A written report outlining the bids received and the recommended successful bid will be presented to Council for approval. (Consent Agenda)

9) One or No Acceptable Response Received

No Acceptable Bids Received

- a) Where the bids received in a procurement process exceed budget, are not responsive to the requirement, or do not represent fair value, a revised solicitation may be issued in an effort to obtain an acceptable response unless Section (8) above applies.
- b) The applicable Department Head and the Treasurer jointly may waive the need for a revised bid solicitation and enter into negotiations with the lowest responsive bidder, or the highest responsive bidder for a revenue driven bid selection emanating from a bid solicitation under the following circumstances:
 - i) the total cost of the lowest responsive bid is in excess of the funds budgeted by Council for the project or the highest responsive bid revenue is less than that made; and



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- ii) the Department Head and the Treasurer agree that the changes required to achieve an acceptable bid will not change the general nature of the requirement described in the bid solicitation.
- c) The Township has the right to cease negotiations and reject any offer at any time.

Only One Bid Received

In the event that only one bid is received in a procurement process, the Department Head may:

- d) Return the unopened bid to the bidder informing the bidder that the Township may be recalling the procurement at a later date; or
- e) Cause the bid to be opened and evaluated in accordance with this policy. If the bid is found not to be acceptable the procedures set out in Section (8) may be followed.

Two Equal Bids Received

- f) The Township will offer an opportunity for suppliers to re-submit. Should a tie persist, the equal bidders shall draw straws.

10) Awarding Bid

- a) The successful bid shall be awarded by resolution at a Council meeting. Once the necessary approvals have been received, the Department Head may use the bid form as the binding contract for the supply of the tendered goods and/or services.

The Head of the issuing department shall in writing notify each of the unsuccessful bidders of the awarded successful bid and to thank them for their participation.

The Department Head shall obtain the following documents:

- Goods/Materials
 - _ Material Safety Data Sheets for any WHMIS controlled products.
- Services
 - _ Signed Contractor Health & Safety Responsibility Agreement
 - _ WSIB Clearance Certificate (no more than 60 days old)
 - _ Contractor's accident history (for one year)
 - _ Liability Insurance Certificate(s) (Township of Georgian Bay listed as "additional insured").
 - _ Applicable licences and certificates of contractor's employees.



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The Department Head shall be responsible for providing the following documents when securing the contract for services:

- Health and Safety Rules and Regulations; and
 - Equipment Lockout Procedures.
- b) The opportunity for public viewing of competitive bids or proposal documents and bidders list disclosure is as follows:
- i) Winning bids and proposals become public information and may be disclosed upon a request by any member of the public. Bidders are informed in advance that if their bid is successful, it will become a public document.
 - ii) Where a tender opening is public, summary bid prices shall be read out and a written summary of this information will be available for public viewing following the tender opening and shall also be provided on request at any time. Individual bid pricing schedules may also be available for public viewing following the opening for a limited period of time if requested by any member of the public present at the opening, including any involved bidder.
 - iii) Proposal openings may not be public; however, the selection committee's notes, score sheets, and the winning proposal can be viewed by any member of the public upon request. Proponents are informed in advance that their proposals become a public document if they are successful.

11) Disposition of Deposit Cheques

Following the recommendation to award the contract to a specific bidder, bid deposits of the bidders shall be returned to the applicable bidders to the last known place of business. The bid deposit cheque of the successful bidder, as well as the bid cheque from the second-choice bidder, shall be held until the contract is executed.

12) Successful Bidder Does Not Finalize Contract

If the contract has been awarded and the successful bidder fails to sign the contract or provide the necessary security within the time specified in the procurement documents, the Department Head may grant additional time to fulfil the necessary requirements or may recommend the following:

- a) that the contract shall be awarded to the next lowest bidder; or
- b) that the contract be cancelled.

In either case, the tender bid deposit of the successful bidder shall be forfeited and forwarded to the Treasury Department for deposit.



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13) Confirmation of Contract

Executed contract or letter of award shall confirm all tenders, whichever is most appropriate. All payments will be made after authorization is received via stamped invoice initialled by the Department Head and/or Treasurer.

14) Custody of Documents

The issuing department shall be responsible for the safeguarding of original purchasing and contract documentation for the procurement of goods and services.

OTHER

1) Access to Information

The disclosure of information received relevant to the issue of bid solicitations or the award of contracts emanating from bid solicitations shall only be made by the appropriate officers in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act/ R.S.O. 1990, as amended.

All records and information pertaining to tenders, proposals and other sealed bids, which reveal a trade secret or scientific, technical, commercial, financial or other labour relations information, supplied in confidence implicitly or explicitly, shall remain confidential if the disclosure could reasonably be expected to:

- a) prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organizations.
- b) result in similar information no longer being supplied to the Township where it is in the public interest that similar information continues to be so supplied.
- c) result in undue loss or gain to any person, group, committee or financial institution or agency; or
- d) result in information whose disclosure could reasonably be expected to be injurious to the financial and other interests of the Township.



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SCHEDULE "C" - ACCEPTANCE OR REJECTION OF IMPROPER BIDS (An excerpt from the Procurement Policy By-law 2013-74) Revision of June 2015

Extreme care shall be exercised to ensure that improper bids are handled in a manner, which is fair to the other bidders as well as the public.

The decision as to whether an improper bid shall be accepted or rejected shall be based upon the following considerations:

- i) is the intention of the bidder clear?
- ii) has the bidder made a conscientious attempt to comply with the submission requirements?

The following are guidelines only and are intended to illustrate some of the discretion allowed. The Department Head will review each case.

	IRREGULARITY	RESPONSE
1	Late Bids	Automatic rejection
2	Unsealed envelopes	Automatic rejection
3	Not completed in a non-erasable medium	Automatic rejection
4	Incomplete bids – part bids – all items no bids	Automatic rejection except where the tender form clearly states that an award may be made for individual items or where in the opinion of the Department Head, the incomplete nature is trivial or insignificant.
5	Qualified bids – qualified or restricted by an attached statement	Automatic rejection except where the tender change is requested by the Township or where in the opinion of the Department Head, the incomplete nature is trivial or insignificant.
6	Financial security not submitted or insufficient	Automatic rejection
7	Bid not properly signed	Automatic rejection



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8	Mathematic errors	<p>a) If the amount tendered for a unit price item does not agree with the extension of the estimated quantity and the tendered unit price, or if the extension has not been made, the unit price shall govern and the total price shall be corrected accordingly.</p> <p>b) If both the unit price and the total price are left blank, the bid will be rejected as incomplete.</p> <p>c) If the total price is left blank for a lump sum item, the bid will be rejected as incomplete.</p> <p>d) If the bid contains an error in addition and/or subtraction in the approved procurement documentation format requested, the error shall be corrected and the corrected total contract price shall govern.</p> <p>e) Bids containing prices which appear to be so unbalanced as to likely affect the interests of the Township adversely, will be clarified, and may be rejected.</p>
9	Agreement to bond insufficient or not submitted	Automatic rejection
10	Bids received on documents other than those provided by the Township	Automatic rejection unless, in the opinion of the Department Head, the matter is trivial or insignificant.
11	Illegible or obscure bids	Automatic rejection
12	Bids containing additions, erasures, alterations, errors or irregularities of any kind	May be accepted, as long as the bidder initials the changes within the time limit given.
13	Failure to include signature of the person authorized to bind the bidder in the space provided in the procurement document	Automatic rejection
14	Conditions placed by the bidder on the Tender Form	Automatic rejection