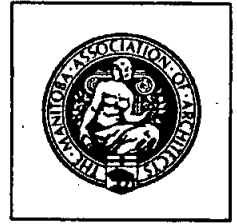




Technical Bulletin

Prepared jointly by the Manitoba Association of Architects
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and intended as guidelines to increase awareness of
recommended industry practices.



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Subject: Alternative and Separate Prices

Alternative, Separate, Itemized and Unit Prices complicate the preparation and evaluation process of Base Bid; therefore, they should be avoided, and the Bid Calling Authority's attention should be directed to a clear and concise Base Bid package definition. However if such prices are still required for information, the Bid Documents should clearly identify these prices and specify that they should be provided by all Bidders within 2 hours after Bid Closing, in which case, all Base Bids received shall remain sealed until 2 hours after Bid Closing.

Definitions:

Alternative Price - Price for a substituted item or section of the work, to be added to or deducted from the Base Bid price.

Separate Price - Price for an additional or deleted item or section of the work, to be added to or deducted from the Base Bid price.

Itemized Price - Price for a specific item or section of the work included in the Base Bid, required for information purposes only (e.g. accounting, funding or cost coding) and not to be added to or deducted from the Base Bid price.

Contract Award - The awarding of contracts should be based on the lowest Base Bid or, if specified in the bid documents, on the lowest combination of Base Bid and acceptable alternative and separate prices. Unsolicited alternative or separate prices shall not be considered in the contract award.

Note 1: This policy is consistent with CCA Document 29, section 2.10, as amended in March, 2000.