

## **CONSTRUCTION BID DEPOSITORY OF ONTARIO**

### **STANDARD RULES & PROCEDURES**

#### **1. NAME**

For purposes of this document, the particular Bid Depository selected for the receipt of sealed bids (be it a Member Local Bid Depository or the Construction Bid Depository of Ontario itself), shall be referred to as the "Bid Depository".

#### **2. PURPOSE AND DEFINITIONS**

- (a) The Bid Depository receives sealed bids from Trade Contractors, ensures that the bidding process is followed and that bidders obtain firm quotations in writing. The Bid Depository is not intended to provide unit or itemized prices, or extensive lists of equipment and material. If required, this information should be requested from and provided by the low bidder only, following the Prime Contractors' bid closing. Separate and alternative prices, if specified, should be minimal.
- (b) Where they appear in specifications, contract documents and these rules and procedures, the terms "tender(s)", "tenderer(s)", "bid(s)" and "bidder(s)" are synonymous.
- (c) A "separate price" is for work to be added to the lump sum base bid price, and an "alternative price" is for a substituted item or section of work, which is an addition to or deduction from the lump sum base bid price.
- (d) In specifying the use of the Bid Depository, the Bid Calling Authority endorses and agrees to abide by the rules and procedures governing its use.

#### **3. CONSTRUCTION BID DEPOSITORY OF ONTARIO**

- (a) **Amendments:** The authority to amend these rules and procedures rests solely with the Construction Bid Depository of Ontario (CBDO).
- (b) **Representation:** The CBDO is comprised of one representative from the Ontario Architects Association (OAA), the Consulting Engineers of Ontario (CEO), Construction Specifications Canada (CSC), each Member Local Bid Depository, the Mechanical Contractors Association of Ontario (MCAO), the Electrical Contractors Association of Ontario (ECAO), the Ontario Sheet Metal and Air Handling Group (OSM & AHG), the Master Insulators Association of Ontario (MIA), the Canadian Automatic Sprinkler Association (CASA); and other interested/active participant parties/organizations, as well as a non-voting Chairperson, appointed in accordance with the CBDO constitution.

#### **4. BID DEPOSITORY MANAGEMENT**

The Operating Committee is responsible for managing and administering the Bid Depository. Each Member Local Bid Depository (as well as the Construction Bid Depository of Ontario itself) has an Operating Committee in place. Operating Committees include representatives from user groups and from the professions.

#### **5. BID DEPOSITORY CLOSING TIME**

The bid closing time specified by the Bid Depository is 3:00 p.m., two days prior to the Prime Contractors' closing, or as specified by the Bid Calling Authority (Saturdays, Sundays and statutory holidays excluded).

#### **6. ELIGIBILITY**

All Owners, Prime Contractors and Trade Contractors submitting and/or receiving bids for projects utilizing the Bid Depository shall have access to its facilities, provided they observe these rules and procedures and all applicable federal and provincial legislation.

#### **7. PROCEDURES FOR BID CALLING AUTHORITIES**

- (a) **Notification by Bid Calling Authority:** When specifying the use of the Bid Depository, Bid Calling Authorities should notify the selected Bid Depository in writing. Only one Bid Depository should be specified for each project. It is recommended that the instructions to bidders be worded as follows:
  - i) Sealed Bids for the (named) Trades shall be deposited in the (named) Bid Depository, in official envelopes, no later than 3:00 p.m. on (month, day and year), two working days prior to the Prime Contractors' bid closing.
  - ii) Bids received at the Bid Depository after the prescribed time shall be deemed invalid.
  - iii) The Prime Contractor shall name the Trade Contractors whose bids, submitted to him/her through the Bid Depository, have been incorporated into his/her bid.
  - iv) The Construction Bid Depository of Ontario Standard Rules and Procedures shall apply to all bidders and receivers of bids, and shall be fully supported by the Bid Calling Authority.
- (b) **Separate and/or Alternative Prices:** These may be specified/called for by the Bid Calling Authority. Bid Calling Authorities should not, however, request unit or itemized prices or extensive lists of equipment or material. If required, this information should be requested from and provided by the low bidder only, following the Prime Contractors' bid closing.
- (c) **Addenda:** Upon receipt, the Bid Depository shall record the time and date of all addenda. To ensure that bidders have sufficient time to include any addenda in their bids, addenda shall be received and recorded by the Bid Depository at least forty-eight hours prior to Bid Depository Closing (Saturdays, Sundays and statutory holidays excluded).
- (d) **Official Bid Forms:** Trade Contractors shall submit "Part One" and "Part Two" of the bid forms as provided by the Bid Depository, for each Prime Contractor they intend to bid. "Part One" shall contain any bonding or security, and a listing/description of any separate and/or alternative price items specified by the Bid Calling Authority. "Part Two" shall contain the lump sum base bid price; any separate and/or alternative prices specified by the Bid Calling Authority; along with a signed commitment by the Trade Contractor to adhere to the rules of the Bid Depository.
- (e) **Bid Recalls:** As specified in CCDC Document 23 and CCA Document 29.
- (f) **Bonding or Security:** It is mandatory that where the Bid Calling Authority has specified that the Prime Contractor must provide tender and/or contract bonding or security, similar bonding or security must be provided by the Trade Contractors, when the value of the trade contract is \$200,000 or over (effective October 1, 2004); \$100,000 or over (effective July 1, 2006).

## 8. VOLUNTARY BID DEPOSITORY

- (a) **Applicability:** Where the respective majority of each of the Prime, Mechanical, Electrical (and where applicable other) trade contractors (known by the Bid Depository to be bidding to Prime Contractors on a project) favour the use of the Bid Depository, but it is not specified by the Bid Calling Authority, a Voluntary Bid Depository shall be proclaimed by either a Member Local Bid Depository or the Construction Bid Depository of Ontario itself, when so requested.
- (b) **Notification:** Prime and Trade contractors bidding a project shall be notified of the Voluntary Bid Depository in writing at least three days (Saturdays, Sundays and statutory holidays excluded) prior to the closing of the named Bid Depository.
- (c) **Rules:** The rules and procedures of the Bid Depository shall apply to the Voluntary Bid Depository.

## 9. PROCEDURES FOR TRADE CONTRACTORS PREPARING AND SUBMITTING BIDS

- (a) **Scope:** To permit Prime Contractors to compare bids, Trade Bids must comply strictly with drawings and specifications, including instructions to bidders, general conditions and any addenda, as received and recorded by the Bid Depository forty-eight hours prior to the Bid Depository closing (Saturdays, Sundays and statutory holidays excluded).
- (b) **Sales Tax:** Lump sum base bid price shall include applicable sales tax, but exclude GST.
- (c) **Submission of Bids:** All bids must be submitted on "Part One" and "Part Two" of the official bid form in official envelopes purchased from the Bid Depository; and delivered to the Bid Depository by Bid Depository closing. The four types of envelopes to be used (and their required contents) are as follows:
  - i) **Pink Envelope(s):** A separate pink envelope shall be provided for each Prime Contractor to whom a bid is submitted. This envelope shall contain "Part Two" of the bid form.
  - ii) **Green Envelope:** The green envelope, addressed to the Bid Depository, shall contain an exact copy of all of the "Part Two" bid forms. These shall be considered the "Official Bids" in the event of inadvertent omission.
  - iii) **Orange Envelope:** The orange envelope, addressed to the Bid Calling Authority, shall contain an exact copy of all of the "Part Two" bid forms.
  - iv) **Large White Envelope:** The large white envelope shall contain all of the "Part One" bid forms, all pink envelopes, a green envelope, an orange envelope and, when called for in the bidding instructions or specifications (via Article 7(f) or otherwise), all original bonds and/or security (see Article 7(f) re: mandatory bonding and/or security requirements).
- (d) **Specified Separate and/or Alternative Prices:** When the bid documents require that the Prime Contractor's bid form include specified separate and/or alternative prices encompassing Bid Depository trades, these same prices are considered to be part of the Trade bid submission; and failure to provide them will subject the bidder to disqualification under 11(g) (ii). Omission of itemized prices, unit prices and equipment lists are not grounds for disqualification under Article 11 (g) or 11 (h).
- (e) **Combined Bidding:** A trade bidder shall present only one large white envelope for each trade bid submitted on each bid call. For example, a Trade Contractor who submits a bid on both Mechanical and Electrical Work, shall submit one large white envelope for each trade. The Bid Depository shall not accept combined trade bids submitted together in one large white envelope. A Trade Contractor who submits a bid on two or more separate trade bids may offer an amount by which the total bid

price would be reduced, if the contractor were carried by the Prime Contractor for more than one trade. This is done by fully completing the official "Combined Trade Credit Form"; placing it in the pink envelope (along with the "Part Two" bid form); and placing exact copies of it in the green and orange envelopes.

- (f) **Mailed or Couriered Bids:** The Bid Depository shall accept mailed or couriered bids; however, bidders are responsible for ensuring that they arrive at the Bid Depository prior to Bid Depository closing.
  - (g) **Amendments:** The Bid Depository shall accept written amendments (facsimiles included) in the form of a stated credit or extra to the lump sum base bid price, provided they are received prior to Bid Depository closing. Copies of the amendments shall be distributed by the Bid Depository to each Prime Contractor concerned; the Bid Calling Authority; and a duplicate filed with the Bid Depository.
  - (h) **Bid Forms:** Bid forms improperly completed and submitted could be disqualified under Article 11 (g). The bid is the submitted large white envelope; all documentation contained therein including all original bonding/security.
    - i) **Bid Withdrawal:** To withdraw a bid, a Trade Contractor must (no later than three hours prior to the Prime Contractors' closing):
      - (i) submit a signed notice of withdrawal to the Bid Depository and to all Prime Contractors to whom bids were submitted; and
      - (ii) submit a withdrawal penalty fee to the Bid Depository (via cash or certified cheque/money order made payable to the Bid Depository) in the amount of one half of one percent of their lump sum base bid price. **Note:** caps of \$100.00 minimum and \$5,000.00 maximum shall apply to this penalty fee.
- A bidder that withdraws his/her bid is not eligible to re-bid under Article 7 (e).
- (j) **Contract Form:** Any contract resulting from a bid shall be the current issue of CCA Document 1 "Canadian Standard Form of Construction Contract Between Contractor and Subcontractor," or any other mutually acceptable contract form which incorporates the relevant provisions of the Prime Contractor/Owner contract.
  - (k) **Alterations:** A bid cannot be altered, qualified or re-submitted in any way, under any circumstances (other than that described in 11(f) (i) and 11(g) (i)), after Bid Depository closing.
  - (l) **Successful Bidder Fees:** All Trade Contractors that are awarded a contract for work they tendered through the Bid Depository are responsible for paying the "successful bidder fees"; as established by, and in accordance to, the set policy of the Construction Bid Depository of Ontario.

## 10. INADVERTENT OMISSION

Trade Contractors who inadvertently omit to submit a bid to a Prime Contractor (providing they are not also a Prime Contractor who has bid only to themselves) shall proceed as follows:

- (a) Advise the Bid Depository by signed letter sent by facsimile or delivered so as to be received no later than twenty-seven hours prior to the Prime Contractors' closing, worded as follows:  
*Please consider our official "Part One" and "Part Two" bid for (name of project) as addressed to the Bid Depository, as also submitted to (name of Prime Contractor). Please release to (name of Prime Contractor), at the time specified in the CBDO standard rules and procedures, an official copy of our "Part Two" bid form."*

**Note:** When different bids are bid to different Prime Contractors, by the Trade Contractor, the price used as the inadvertent omission bid, must be one of the prices he/she submitted to the Bid Depository, but not lower than the lowest price he/she submitted. The Trade Contractor must verify the Official Bid Form number to be used for the inadvertent omission.

- (b) Send (name of Prime Contractor) a copy of the “Part One” only (not “Part Two”) bid information submitted to the Bid Depository.

## 11. PROCEDURES FOR THE BID DEPOSITORY

- (a) Depository Box: A bid depository box - clearly showing the name of the project and the date and hour of Bid Depository closing time - shall be provided, and all bids deposited in it.
- (b) Bid Acceptance: The Bid Depository shall accept bids for any project where the Bid Calling Authority has specified its use or when a Voluntary Bid Depository has been proclaimed as noted in Article 8 (a).
- (c) Time Stamp and Receipt: Upon receipt and prior to deposit in the bid depository box, the large white envelopes shall be time stamped to record the date hour and minute received and a receipt, indicating the number of the envelope and the name of the project, shall be given to the bidder or his/her agent.
- (d) Late Bids: Bids received after the specified Bid Depository closing time shall be time stamped and returned to the bidder unopened, with “Late Bid - Unopened” noted on the Large White envelope (ie. when 3:00 P.M. is the specified bid closing time, any bid having a time stamp that reads greater than 3:00:00 P.M. is a late bid).
- (e) Non-acceptance of a Bid: If the Bid Calling Authority has chosen to prequalify bidders, the Bid Depository will not accept bids from bidders not on the Pre-qualification List (as verified by the Bid Calling Authority).
- (f) Bid Opening: Immediately following Bid Depository closing, the large white envelopes shall be removed from the deposit box and opened. Their contents shall then be dealt with as follows:
- i) “Part One” Bid Forms: The Bid Depository shall release these, as soon as possible on the day of Bid Depository closing, for scrutiny by the Bid Depository, Bid Calling Authority, to each Prime Contractor (or authorized agent), and to the Trade Contractors who bid the project. (Note: When a Prime Contractor intends to use his/her own forces as outlined in Article 12 (e), said bidder shall not be allowed to scrutinize the bids). The Bid Depository shall record the names of all bidders and receivers of bids for each project it closes and make this list available to those so named.  
Note: if the Bid Depository discovers that a bidder has failed to list/describe all separate and/or alternative price items for which pricing has been called for/specified, this situation will be brought to the bidder’s attention by the Bid Depository, following which the bidder will have up to twenty-five hours prior to the Prime Contractors’ closing to correct this failure/deficiency. Should the bidder fail to do so, the bid will be subject to disqualification under 11 (g) (ii).
  - ii) Green Envelopes: The Bid Depository shall open the green envelopes twenty-five hours prior to the Prime Contractors’ closing. The contents of the green envelopes are confidential to the Bid Depository and are not available for scrutiny by any other party prior to the Prime Contractors’ closing.
  - iii) Pink and Orange Envelopes : Twenty-four hours prior to the Prime Contractors’ closing, the Bid Depository shall release the pink envelopes to each Prime Contractor (or authorized agent), and the orange envelopes to the Bid Calling Authority (or authorized agent). Notwithstanding the foregoing, the Bid Depository may (as an exception rather than the rule), upon request, forward the Part Two Bid Form(s) by facsimile, but will not guarantee transmission of same.
  - (iv) Original Bonds/Security: Unless otherwise directed, the Bid Depository shall forward the appropriate original bonds and/or security to the Bid Calling Authority, when such documentation has been called for in the specifications.
- (g) Disqualification of Bids:
- i) The Bid Depository will disqualify a bid following the opening of the large white envelopes and review of the “Part One” bids, for any of the following reasons:
    - ⇒ “omission of” original Bonds or Security called for in the bidding instructions or specifications.
    - ⇒ “incorrectly executed” original Bonds, or Security called for in the bidding instructions or specifications. Note: if an error in a Bond or Security’s execution is discovered by the Bid Depository, it will first be brought to the bidder’s attention by the Bid Depository; following which the bidder will have up to twenty-five hours prior to the Prime Contractors’ closing, to correct it. Should the bidder fail to do so, the bid will be disqualified.
    - ⇒ the bidder is not on the prequalified list which has been established and verified by the Bid Calling Authority.
  - ii) The Bid Depository will disqualify a Bid Form (addressed to a particular Prime Contractor) following review of the “Part Two” bids, for any of the following reasons:
    - ⇒ omission of the lump sum base bid price. If words and figures are used and they do not agree, the words take precedence.
    - ⇒ omission of a separate or alternative price specified/called for by the Bid Calling Authority.
    - ⇒ qualifying the bid (i.e., including a statement of qualification along with the lump sum base bid price).
    - ⇒ the bid form is not signed.
  - iii) Disqualified bids are not distributed. Any Trade Contractor disqualified in accordance with Section 11(g)(i) may lodge a protest in accordance with the same timing, fees, hearing and reinstatement procedures outlined in Section 11(h). No protest is allowed when disqualification occurs under Section 11(g)(ii).
- (h) Procedures for Alleged Informal Bids:
- i) Informality: A bid shall be declared informal if it allows the total bid price to be manipulated.
  - ii) Allegation of Informality: An allegation of informality against any bid can be made by the Bid Calling Authority or any Trade or Prime Contractor bidding the project. The allegation may be made by telephone, but must be lodged no later than twenty-nine hours prior to the Prime Contractors’ closing and confirmed in writing. The party making the allegation shall submit cash or a certified cheque/money order made payable to the Bid Depository in the amount of five hundred dollars, so that the allegation and fee are “in the hands of” the Bid Depository by the above noted deadline for lodging the allegation. The Bid Depository shall promptly notify the Alleged Informal Bidder of the complaint.
  - iii) Hearing: The complaint shall be heard by a Judicial Committee, arranged by the Bid Depository, comprised of a Contractor from the Trade concerned, a Prime Contractor and an Independent Third Party; all whose firms are not involved in the project in question. It is also recommended that a representative of the Bid Calling Authority be asked to participate as a non-voting member. The Judicial Committee must be unanimous in declaring a bid informal.
  - iv) Informal Ruling: When a bid is declared informal, the Bid Depository shall advise the Informal Bidder, the appropriate Prime Contractors and the Bid Calling Authority of the nature of the informality, at least twenty-five hours before the Prime Contractors’ closing. The Bid Depository shall not open the envelopes containing the “Part Two” bid forms of the Informal Bidder, nor will it distribute them to the Prime Contractors or the Bid Calling Authority. The five hundred dollar fee shall be returned to the party that made the allegation, when the allegation of informality is upheld; shall

be kept by the Bid Depository when the allegation of informality is not upheld.

- v) Appeal: There will be no appeal.

## 12. PROCEDURES FOR CONTRACTORS RECEIVING BIDS

- (a) Notice to Prime Contractors: By accepting bids through the Bid Depository, you agree to abide by the Construction Bid Depository of Ontario Standard Rules and Procedures. In the event that the validity of a bid is questioned, the matter shall be referred to the Judicial Committee of the Bid Depository where the bid was deposited, in accordance with Article 11 (h). The decision of the Committee shall be final and binding, and you will not bring or prosecute any action, suit, claim or demand against the Committee, the Bid Depository or the Construction Bid Depository of Ontario rising from this matter.
- (b) Responsibility:
- i) Solicitation of Bids: The Prime Contractor is responsible for advising Trade Contractors and the Bid Depository of his/her intention to bid on a project.
  - ii) Restrictive Affiliation: The Prime Contractor is responsible for ensuring (in advance of picking up the “Part Two” envelope of a particular Trade Contractor) that he/she is not restricted from entering into a contract with that particular Trade Contractor due to union affiliation.
  - iii) One or No Bid Received: Where only one or no bid is received in a particular trade, the Prime Contractor may solicit and receive bids (in the trade) either via the inadvertent omission provisions of these rules (Article 10) or outside the Bid Depository (ie: from Trade Contractors that did not submit a price through the Bid Depository and are equipped to carry out, and in fact normally carry out, the trade work concerned, with their own employees/verification may be required by the Bid Calling Authority); or may use own forces, in which case only the verification provisions of Article 12(e) would apply. When there is a pre-qualified list for a trade section, the Prime Contractor must receive/use only bids from contractors noted on that pre-qualified list. Where, however, the Prime Contractor chooses to pick up the “Part Two” envelope of a lone bidder, he/she must carry that bidder.
- (c) Bid Delivery: The Bid Depository must be advised in the event that bids are to be mailed to the Prime Contractor; otherwise, it is assumed that the Prime Contractor will make arrangements to pick up the envelopes. Under no condition shall the Bid Depository assume responsibility for delivery.
- (d) Contract Award: A Prime Contractor must place a Subcontract with the “Lowest Formal Trade Contractor Bidder” whose envelope is picked up by him/her through the Bid Depository (failing justification otherwise to, and acceptance of such justification by, the Bid Depository Operating Committee); or place a Sub-contract as provided in accordance with Article 12 (b) (iii).
- (e) Use of Own Forces: Prime Contractors who intend to use their own forces, or a subsidiary for one or more of the complete Trade Sections, must deposit their bids according to the Rules and Procedures of the Bid Depository (even where the Prime Contractor bids only to him/herself); and must comply with Article 9 (l). A Prime Contractor choosing to use own forces must be equipped to carry out, and in fact normally carries out, the trade work concerned with his/her own employees. Verification may be required by the Bid Calling Authority.
- (f) Informal Bids: A Prime Contractor shall not use a Trade bid which has been withdrawn, or that the Bid Depository has disqualified or ruled informal.

## 13. SUPPLEMENTARY INSTRUCTIONS TO MECHANICAL BIDDERS

- (a) Scope: The Mechanical Contractors’ bid shall include all Mechanical work contained in the drawings and specifications, including instructions to bidders, general conditions and any addenda received in accordance with Article 7 (c). Where there is no specific Mechanical Section, a request may be made to the Bid Depository to determine the scope of the Mechanical bid. This request should be made at least five days prior to Bid Depository Closing, to ensure appropriate time to deal with the clarification. Once the request is made, the Bid Depository shall consult with the Prime and Trade Contractors to determine the recommended scope; notify, in writing, all known concerned Prime and Trade Contractors, the Architect and Consultant of the finding; as well as forward to the Bid Calling Authority, in writing, a recommendation that a formal addendum be issued in regards to the finding, in accordance with Article 7(c). Where not addressed via a formal addenda (nor objected to in writing to the Bid Depository, by the Bid Calling Authority, at least forty-eight hours prior to Bid Depository Closing), the finding shall have the same force and effect as if it were contained in the bid documents.
- (b) Sprinkler: Where Sprinkler work is not included under the Mechanical Division of the specifications, it shall not be included in the base Mechanical bid. Where it is covered under the Mechanical Division and is specified to close direct to the Prime Contractor, Sprinkler work shall not be included in the base Mechanical bid.
- (c) Services: Where a utility cannot provide a quotation for service connections, the Bid Depository shall assist the bidders in arranging with the Bid Calling Authority to establish a cash allowance and to issue an addendum; failing this, bidders shall make their own estimate.
- (d) Sub-trade Bids: When Bid Depository is specified to be used in the bidding of a project, Mechanical Contractors shall receive their Sub-trade bids through Sub-bid Depositories (where they exist), provided they are governed by the Construction Bid Depository of Ontario Standard Rules and Procedures (with exception of the two-part closing). Sub-bid Depositories shall close twenty-four hours prior to the Mechanical bid closing.
- (e) Sub-bids: Where the specifications require that Prime Contractors name the Trade Contractors whose bids (submitted through the Bid Depository) they have incorporated into their own bid, the Mechanical Contractor must name the Trade Contractors whose bids (submitted through the Sub-bid Depository) have been included in his/her own bid.

## 14. SUPPLEMENTARY INSTRUCTIONS TO ELECTRICAL BIDDERS

- (a) Scope: The Electrical Contractors’ bid shall include all Electrical work contained in the drawings, and specifications, including instructions to bidders, general conditions and any addenda received in accordance with Article 7 (c). Where there is no specific Electrical Section, , a request may be made to the Bid Depository to determine the scope of the Electrical bid. This request should be made at least five days prior to Bid Depository Closing, to ensure appropriate time to deal with the clarification. Once the request is made, the Bid Depository shall consult with the Prime and Trade Contractors to determine the recommended scope; notify, in writing, all known concerned Prime and Trade Contractors, the Architect and Consultant of the finding; as well as forward to the Bid Calling Authority, in writing, a recommendation that a formal addendum be issued in regards to the finding, in accordance with Article 7(c). Where not addressed via a formal addendum (nor objected to in writing to the Bid

Depository, by the Bid Calling Authority, at least forty-eight hours prior to Bid Depository Closing), the finding shall have the same force and effect as if it were contained in the bidding documents.

- (b) Services: Where a utility cannot provide a quotation for service connections, the Bid Depository shall assist the bidders in arranging with the Bid Calling Authority to establish a cash allowance and to issue an addendum; failing this, bidders shall make their own estimate.
- (c) Sub-trade Bids: When Bid Depository is specified to be used in the bidding of a project, Electrical Contractors shall receive their Sub-trade bids through the Sub-bid Depositories (where they exist), provided they are governed by the Construction Bid Depository of Ontario Standard Rules and Procedures (with exception of the two-part closing). Sub-bid Depositories shall close twenty-four hours prior to the Electrical bid closing.
- (d) Sub-bids: Where the specifications require that Prime Contractors name the Trade Contractors whose bids (submitted through the Bid Depository) they have incorporated into their own bid, the Electrical Contractor must name the Trade Contractors whose bids (submitted through the Sub-bid Depository) have been included in his/her own bid.