

Adopted: 2012-02-13

Amended: 2019-06-10

Facilities

## **AWARDING OF BUILDING CONTRACTS**

### **Preamble**

The Board accepts as its obligation the securing of building contracts of high quality in a fair and equitable manner for the lowest feasible price.

### **Policy**

Depending on the amount of money involved, the Board may allot building contracts by asking for quotations or bids or by calling for tenders.

### **Policy Objectives**

1. To ensure quality of work.
2. To ensure that contracts are allotted on a fair and equitable basis without favour or bias.
3. To obtain the lowest feasible price.

### **Administrative Procedures**

1. Emergency or budgeted projects estimated to cost less than \$5,000 may be awarded by the Standing Committee Chair, the Principal, or their delegates.
2. Budgeted projects estimated to cost between \$5,000 and \$20,000 may be awarded by the Standing Committee Chair or delegated Director.
3. Budgeted projects estimated to cost between \$20,000 and \$50,000 may only be awarded by the Board after a call for bids.
4. Budgeted projects estimated to cost more than \$50,000 may only be awarded by the Board after a call for tenders.
5. Bids or tenders shall be laid before the Board at its next regular meeting or at a special meeting.
6. Call for tenders shall be advertised so as to specify the date and time by which they must be received and when they shall be opened.

Note: in this policy, “bids” are offers to contract not made in writing, and “tenders” are offers to contract made in writing.