

TENDERING OF BUILDING CONTRACTS

Preamble

The Board accepts as its obligation the securement of building contracts in a fair and equitable manner for the lowest feasible amount of money.

Policy

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

Policy Objectives

1. To ensure that building contracts are allotted on a fair and equitable basis without favour or bias.
2. To ensure the lowest feasible price for quality work by building contract.

Administrative Procedures

1. For all projects estimated to cost no more than \$3,000.00:
-To be handled at the Principal's (delegate's) discretion.
2. For all projects estimated to cost more than \$3,000.00, but not more than \$10,000.00:
-The Principal or standing committee chair shall invite bids from all contractors whom he/she considers able and/or interested in working on the project.
3. For all projects estimated to cost more than \$10,000.00:
-The Board shall advertise a call for tenders. The advertisement shall indicate the date and time by which tenders shall be received and the date and time when they shall be opened.
4. All tenders received shall be laid before the Board at its next regular meeting or at a special meeting, if it has been called for the purpose of dealing with the tenders.
5. On all building projects with an estimated value of \$50,000.00 or more:
-The Board may contract a consultant to oversee/manage all sub-trades connected to the project.