

Maria Montessori Academy Policy: Tendering of Building

Contracts Adopted: February 13, 2012

Revised: June 29th, 2026

Category: Facilities Management

Preamble

Maria Montessori Academy is committed to ensuring that building and construction contracts are awarded through a transparent, fair, and cost-effective process that upholds public trust and promotes the responsible use of school funds.

Policy Statement

The Academy will allocate building contracts through quotations, competitive bids, or public tenders, depending on the estimated value of the project. All contracts must be awarded based on objective criteria, including cost-effectiveness, qualifications, and the ability to deliver quality work within timelines.

Policy Objectives

1. To ensure that all building contracts are awarded fairly, equitably, and without favoritism or conflict of interest.
2. To obtain the best value for money through competitive processes while maintaining high standards of workmanship and safety.
3. To comply with relevant procurement practices and transparency expectations for independent schools in British Columbia.

Administrative Procedures

1. Projects up to \$10,000
 - May be awarded at the discretion of the Principal or their delegate if approved within the budget.
2. Projects over \$10,000 and up to \$50,000
 - At least two written quotes should, if feasible, be obtained from qualified contractors.
 - Selection must be based on price, relevant experience, and the ability to meet project timelines.
3. Projects over \$50,000 and up to \$100,000

- The Board shall invite formal bids from a minimum of three contractors or firms.
 - The invitation to bid may be advertised publicly or directly sent to known qualified firms.

4. Projects over \$100,000

- The Board shall issue a public tender notice through appropriate channels (e.g., BC Bid, local publications, school website).
- The notice shall clearly indicate:
 - The project scope and requirements
 - Deadline for submission
 - Date and time for public opening of tenders
- The Board may retain a qualified project manager or consultant to oversee bidding and sub-trade coordination.

5. Tender Opening and Award

- All tenders received shall be reviewed at the next regular or specially called Board meeting.
- The contract shall be awarded based on the most advantageous bid, considering cost, qualifications, past performance, references, and proposed timelines—not solely the lowest price.

6. Documentation and Records

- All quotations, bids, and tender documents shall be retained for a minimum of seven years and made available for audit or review.
- Any conflict of interest or potential bias must be declared and documented before awarding a contract.

Notes

Exceptions to this policy (e.g., emergency repairs) may be approved by the Board and must be documented.

This policy will be reviewed every five years or sooner if legislative or regulatory changes occur.