

NEW CONSTRUCTION

Tenders for Building Construction Projects

- 1.0 Building construction projects, will be publicly tendered and opened after the closing time by a Committee, as per Regulation: *Purchasing*.
- 1.1 Where appropriate, a pre-qualification process may be used to evaluate prospective contractors prior to the tender process.
- 1.2 The committee will consist of one Trustee, the Superintendent of Education/Facilities Services or designate (to act as a Chairperson), the architect (if applicable) for the project, and the Manager of Purchasing or designate.
- 1.3 The opening of sealed tenders shall be a public meeting and may be attended by any interested parties.
- 1.4 Tenders shall be opened by the Trustee, read by the Chairperson, recorded by the Purchasing designate, and summarized on a Tender Summary form.
- 1.5 When all tenders have been opened, the Chairperson of the Committee, one Trustee and the Manager of Purchasing or designate will sign the Tender Summary form.
- 1.6 Tenders shall be judged informal and shall not be further considered by the committee when:
 - (a) Major irregularity occurs in the statement of the stipulated sum of the contract.
 - (b) The tender is submitted after the specified closing date and time.

Any other deviations from the General Conditions for Tendering shall be noted on the Tender Summary form and shall be considered in the investigation of tenders.
- 1.7 The bids will be evaluated by the Architect and Facilities Services staff with a report and recommendation made to the Board, for tender award.
- 1.8 The lowest responsible bidder, but not less than two, will subsequently be investigated by the Architect and Facilities Services staff and a full report and recommendation made to the Board. Where only one tender is received, an investigation will proceed on the same basis with a report to the Board.

Appendix:

None

Effective Date

70-11-16

Amended/Reviewed

94-06-27

96-04-22

2006-08-02

2018-09-11